

A MICHELIN GROUP COMPANY



# NexTraq LLC – NexTraq ELD

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## **Document Information**

## Version History

Version	Date	Author	Reviewer
1806/1816	11/21/18	Precious Mae Cenia	Roel Sinadjan
1817/1824	01/07/19	Precious Mae Cenia	Roel Sinadjan

## Sign Off

### NexTraq LLC

Title	Name	Signature	Date
Partner Name			
Title	Name	Signature	Date



## Change Log

Page	Modified Section
Page 21	Updated 2.1.4 Driving Rules>Exceptions (No Logs for Non-Commercial Motor Vehicle)
Page 33	Updated 3.2 Changing the Driver's Duty Status
Page 34	Updated 3.4 Recap
Page 35	Updated 3.5 Start Break (Additional 10 hours Sleeper break type in USA)
Page 38	Updated 3.6 Data Transfer (Selection of vehicle dialog before Data Transfer options)
Page 64	Updated 5.2.12 Edit a Log > Modify Log Event (Updated note on Reason field being required for ELD mode only)
Page 66 & 68	Updated 5.2.12 Edit a Log > Pending Edit Requests (Includes displaying of requested edit beyond the displayed logs on logs drawer)
Page 82	Updated 5.4.2 DVIR Feature – Hours of Service Main Screen (Alert is sent also in trailer that begins to drive without having done a Pre-Trip DVIR)
Page 94	Updated 6.3 Inspection Screen – Start Review (Updated note on not showing vehicle and trailer information for driver that has been in OffDuty all day)
Page 99	Updated 7.5 Managing Vehicles / Trailers ('Allow drivers to manage equipment' permission)
Page 100	Updated 7.5.1 Manage Vehicles / Trailers – Delete
Page 101	Updated 7.5.2 Manage Vehicles / Trailers – Edit
Page 102	Updated 7.5.3 Manage Vehicles / Trailers – Add

This section includes the following pages with the modified section details:

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## Change History

This section details what changes have been made in order to prompt a new version of this product specification:

Version	Date	Author(s)	Section Page No.	Change



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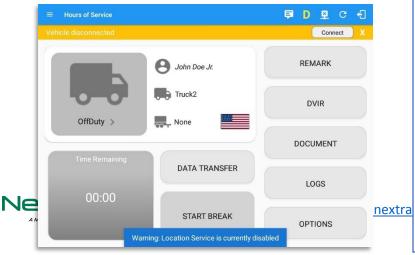
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### 1 Main Screen

The Hours of Service main screen is where you log your duty status events and which, in turn, determines your compliance with FMCSA Hours of Service Regulations. This screen also serves as your gateway to the rest of the



The main screen also provides essential information about the app's user:

- **Driver Name**: Displays the name of the driver who is logged in and whose logs are displayed.
- Vehicle Name: Displays the driver's vehicle name.
- **Trailer Name**: Display's the driver's trailer name.

**Note**: Can tap Vehicle and Trailer name to display Switch Vehicle Dialog.

### app's features.

#### 1.1 Using the HOS Action Bar

The HOS Action Bar is the starting point for navigating to the different pages within the app and is always present in the app's topmost portion:

Hours of	Service

🕒 D 🖳 M 🚺

The action bar features the following navigational controls of the app:

Action Tool Name	Action Tool Icon	Description
Main navigation hamburger	Ш	Tap to open the main navigation menu of the application
Refresh Button	C	Tap to manually refresh the data in the app page. Hidden under submenu icon once all icons are present.
Logout Button	÷	Tap to log out of the app, this will also set your status to Off Duty. Hidden under submenu icon once all icons are present.
Malfunction Button	Μ	Tap to see uncleared Malfunctions
Data Diagnostics Button	D	Tap to see uncleared Data Diagnostics. Turns into an accent color (based on the app's theme) if there are new events and turns white when already viewed.
VBUS Connectivity	<u>((*))</u>	Indicates that the device is connected to a VBUS device and turns to when disconnected. Hence, connection interruptions may occur which will turn into flashing icon while in a reconnecting state.



Pending Edit Request Button	ē	Tap to display the pending edit request dialog, edit request is from Motor Carrier Edit Suggestions, correction of errors with Team Drivers, and Events logged under Unidentified Driver Profile.
Connect Button	Connect	Tap to display a dialog to Connect to Vehicle's VBUS Device. It has the same capabilities as the VBUS icon 2.

### 2 Customizing the NexTraq ELD App Preferences

The app's settings and preferences can be customized in the Hours of Service Preferences screen.

To navigate to this part of the app, select the  $\equiv$  icon or swipe the screen to the right to display the main navigation menu, select the **Settings** option and then select the **Hours of Service** option, this will display the Settings screen.

#### 2.1 Hours of Service Settings

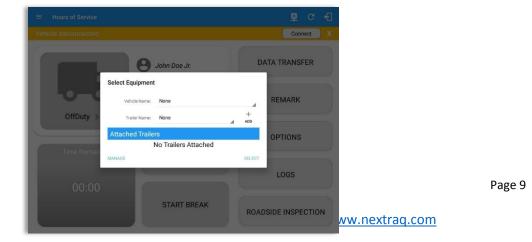
NexIrao

#### 2.1.1 Set Hours of Service Preferences

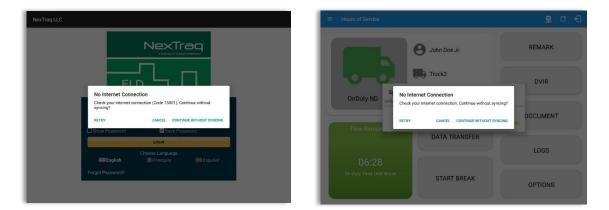
This is where the basic driver, vehicle, carrier and shipping data is entered and stored within the app. The identification data stored here is then used by the app, web portal and in the driver's daily log report.

#### After logging in to the app for the first time

When the app is used for the first time, the driver is taken directly to the Main Dashboard after which a Select Equipment dialog box will be displayed. It will continue to display until the user chooses a specified vehicle and trailer (if needed) to use. Driver can select option 'None' to use the app without selecting a vehicle.



**Note:** If you are logging in to the device that has no internet connection, the driver can login successfully to the app only if driver have logged in to the device before. Tap 'Continue without syncing' button to login. Logging into the app when app server is down will prompt a dialog stating that 'Unable to Communicate with HOS server. Check your internet connection displayed'.



#### 2.1.2 Capturing the Driver's Signature

The application can capture the signature of the driver which is then used for digitally certifying a log. To create the driver signature, select the main navigation hamburger, select the **Settings** option and then select **Hours of Service**:



	Hours of Service			
Vehicle Data Settings Vehicle Bus Data Configuration	Driver Information			
Communications Communications Options	Driver	John	Doe	Jr.
Privacy Privacy Policy	CDL # & Issuing State	147893652		IA
Legal EULA License Agreement	Email	johndoe.jr@gmail.co	om	
About		a	Change Pass	word
Device Perice Preferences	Signature	John		)oe Jr
	Carrier Information			
	Carrier	XYZ Trucking Co	ompany 👻	
	Carrier DOT No	123456789		

Create your signature h

🗳 C 🕄

The Driver Information section of the screen will be displayed along with any signature that has been created for the driver. Tap on

the icon to create or change the signature.

Create or update your signature in the app by using your finger to create your

CLEAR Conection

Tap the Done button to save your signature. You can also select the Clear button to clear the captured signature and start again.



The carrier information can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Carrier Information* section:

rier Information Carrier Carrier DOT No Main Office Phone # Home Terminal	XYZ Company LLC 258963147 926 Jail Drive Macomb 309-997-2116 926 Jail Drive Macomb	•	61455
Carrier DOT No Main Office Phone # Home Terminal	258963147 926 Jail Drive Macomb 309-997-2116 926 Jail Drive	11.	
Main Office Phone # Home Terminal	926 Jail Drive Macomb 309-997-2116 926 Jail Drive		
Phone # Home Terminal	Macomb 309-997-2116 926 Jail Drive		
Phone # Home Terminal	309-997-2116 926 Jail Drive		
Home Terminal	926 Jail Drive	IL	
		IL	)(
	Macomb	IL	
ing Bulan			61455
ing Rules			
Country	USA		
Cycle USA	US 70hr8days		
Home Terminal Time Zone	Central (CST6CDT)		
for the follo	wing:		
		e Number Address	e Number

Home Terminal Details of the driver

**Note:** The driver is allowed to select a specific Carrier Information if 'Allow driver ability to change carrier' in portal->settings->account setting under Portal Controls and 'Allow Carrier Change' in Drivers Management page are enabled.



#### 2.1.4 Driving Rules

This is where you change the HOS rules or the Federal Motor Carrier Safety Administration's (FMCSA) regulations that govern the hours that a commercial vehicle driver can legally accumulate driving or being on duty for a motor carrier in a working day and week. This is also where you apply the HOS rules exceptions.

The driving rules can also be set from within the Hours of Service section (*main navigation hamburger > Settings > Hours of Service*). You can scroll the screen down to the *Driving Rules* section:

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	*
Communications Communications Options	Cycle USA	US 70hr8days	
Privacy Privacy Policy	Home Terminal Time Zone	Central (CST6CDT)	-
Legal EULA License Agreement	Start Hour of Day	12 am	
About	Cargo	Property	Ŧ
Device	Switch to Intrastate rules when possible	•	
Device Preferences	Use 34 Hour Restart		
	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	
	Use GridView Editing		

Select the appropriate HOS rules that you would like the app to use from the drop-down list. You can customize the region, cycle, cargo, exceptions and time zone rules.

#### **Region**



This is where you can set the region. The options are USA and Canada. The cycle and exceptions displayed are dependent on which region has been set by the driver.

← Settings		ē G 🕄	
Vehicle disconnected		Connect	
Driving Rules			
Country	USA		
Cycle USA	Canada		
Home Terminal Time Zone	Asia/Manila		
Start Hour of Day	12 am		
Cargo	Property	•	
Switch to Intrastate rules when possible			
Use 34 Hour Restart	•		
Use Canadian Off Duty Deferral			
Add or remove exemption			<b>₽</b> D ₽
Other			
Lock Screen Style	Remaining to violation 👻	Vehicle disconnected	Connec
Use GridView Editing			
Email Service Provider	SERVER +	S John Doe Jr.	RECAP
PDF Report Fmail	recinient@domain.com		
		Change Cycle	
		USA Canada	ROADSIDE INSPEC
		OffDuty >	
		Cycle US 70hr8days	_4
			DVIR
		Time Remaining Cancel Save	
			LOGS
		00:00	
		START BREAK	OPTIONS

#### Note:

- If the region selected is Canada, then the condition "Canada Off-Duty Deferral" is enabled. This means that you are allowed to get an extra two hours of driving and on duty in a 24-hour period (day 1) and take the required extra two hours off on the following day (day 2). The Deferral status is shown on the Driver's Daily Logs.
- A remark will be recorded in Edit Logs screen with a note 'Changed to USA ruleset' or 'Change to Canada ruleset' if region is changed via the Setting screen or in Main Dashboard screen>Change Cycle dialog.

#### <u>Cycle</u>



This is where you can set the consecutive multi-day duty period which the driver will follow. Choosing a cycle will take into effect the corresponding legal limitations on the hours that can be used by the driver in a 7 day or 8 day working cycle.

#### **Available Cycle Rules Options**

#### Interstate - Federal Rules

	Cycle	Shift Limit	Drive Limit	Until Break	Break Left
US60hr7days	7 days	14 hours	11 hours	8 hours	30 minutes
US70hr8days	8 days	14 hours	11 hours	8 hours	30 minutes
Alaska70hr7days	7 days	20 hours	15 hours	8 hours	30 minutes
Alaska 80 hr 8 days	8 days	20 hours	15 hours	8 hours	30 minutes
California 80 hr 8 days	8 days	16 hours	12 hours	N/A	N/A

#### Intrastate Cycle Rules

	Cycle	Shift Limit	Drive Limit	Break Limit
Alabama 60 hr 7 days	7 days	15 hours	10 hours	N/A
Alabama 70hr8days	8 days	15 hours	10 hours	N/A
Florida 70hr7days	7 days	16 hours	12 hours	N/A
Florida 80hr8days	8 days	16 hours	12 hours	N/A
Illinois 60hr7days	7 days	14 hours	11 hours	N/A
Illinois 70hr8days	8 days	14 hours	11 hours	N/A
Maryland 70hr7days	7 days	16 hours	12 hours	N/A
Maryland 80hr8days	8 days	16 hours	12 hours	N/A
Massachusetts 60hr7days	8 days	14 hours	11 hours	N/A
Massachusetts 70hr8days	8 days	14 hours	11 hours	N/A
Michigan 60hr7days	7 days	14 hours	11 hours	30 minutes



Michigan 70hr8days	7 days	14 hours	11 hours	30 minutes
New Hampshire 60hr7days	7 days	14 hours	11 hours	N/A
New Hampshire 70hr8days	8 days	14 hours	11 hours	N/A
New York 60hr7days	7 days	14 hours	11 hours	N/A
New York 70hr8days	8 days	14 hours	11 hours	N/A
North Carolina 70hr7days	7 days	16 hours	12 hours	N/A
North Carolina 80hr8days	8 days	16 hours	12 hours	N/A
North Dakota 70hr7days	7 days	16 hours	12 hours	N/A
Pennsylvania 60hr7days	7 days	14 hours	11 hours	N/A
Pennsylvania 70hr8days	8 days	14 hours	11 hours	N/A
South Carolina 70hr7days	7 days	16 hours	12 hours	N/A
South Carolina 80hr8days	8 days	16 hours	12 hours	N/A
Tennessee 60hr7days	7 days	14 hours	11 hours	N/A
Tennessee 70hr8days	8 days	14 hours	11 hours	N/A
Texas 70hr7days	7 days	15 hours	12 hours	N/A
Wisconsin 70hr7days	70 days	16 hours	12 hours	30 minutes
Wisconsin 80hr8days	80 days	16 hours	12 hours	30 minutes
Vermont 60hr8days	7 days	14 hours	11 hours	N/A
Vermont 70hrs8days	8 days	14 hours	11 hours	N/A
Virginia 70hr7days	7 days	16 hours	12 hours	N/A
Virginia 80hr8days	8 days	16 hours	12 hours	N/A

## Canada Cycle Rules



	Cycle	Shift Limit	Drive Limit	Break Limit
Canada 70hr7days South	7 days	16 hours	13 hours	30 minutes
Canada 120hr14days South	7 days	16 hours	13 hours	30 minutes
Canada 80hr7days North	7 days	20 hours	15 hours	30 minutes
Canada 120hr14days North	7 days	20 hours	15 hours	30 minutes
Alberta Province		15 hours	13 hours	30 minutes

	Hours of Service		
GPS GPS Preferences	Driving Rules		
Vehicle Data Settings Vehicle Bus Data Configuration	Country	USA	-
Privacy Privacy Policy	Cycle USA	US 70hr8days	
About	Home Terminal Time Zone	Alaska 70hr7days	
Device Device Preferences	Start Hour of Day	Alaska 80hr8days	
	Cargo	Alabama 60hr7days	
	Switch to Intrastate rules when possible	Alabama 70hr8days	
	Use 34 Hour Restart Use Canadian Off Duty Deferral	California 80hr8days	
	Add or remove exemption	Florida 70hr7days	
	Other	Florida 80hr8days	
	Lock Screen Style	Illinois 60hr7days	
	Use GridView Editing	Illinois 70hr8days	
		Maryland 70hr7days	

Any of the above cycle rules are depending on the region selected and can be applied given the appropriate rule from the region drop down list.

#### • Intrastate to Interstate driving rules

If the driver is operating in intrastate mode and is crossing over a state line then the app automatically switches to federal rules. A dialog will display confirming that the driving rules have changed right after crossing boundaries.



**₽ ₽** C €

ROADSIDE INSPECTION

TIONS

DVIR

SHIFT/CYCLE

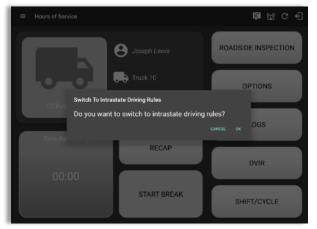
## Example: SouthCarolina80hr8days to US70hr8days or SouthCarolina70hr7days to US60hr7days Time Remaining RECAP 07.59 0 Duy The Unit Break

#### • Interstate to Intrastate driving rules

The driver must also follow the Federal HOS regulations for a short period of time while operating in interstate commerce. If the driver were using the 60-hour/7-day schedule, he must follow the Federal HOS regulations for the next 7 days having done operating in interstate commerce. If you were using the 70-hour/8-day schedule, you must follow the Federal hours-of-service regulations for the next 8 days after you finish operating in interstate commerce.

#### Note:

To perform intrastate check, enable the option available in the Settings > HOS Preferences (however this check is optional). The user has the ability to whether or not perform to the checking.



Also, it is important for the driver to monitor the cycle used for the past 7 or 8 days.

#### <u>Cargo</u>

This will set the applicable Hours of Service rules for property carrying or passenger carrying commercial vehicles.



#### Available Cargo Rules Options

- Property the 11 and 14 hours rule will apply
- Passenger the 10 and 15 hours rule will apply

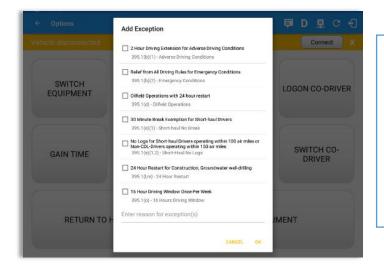
	Hours of Service			
GPS GPS Preferences		790 James Avenue		
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal	Wichita	IL	61455
Privacy Privacy Policy	Driving Rules			
About	Country	USA		
Device Device Preferences	Cycle USA	US 70hr8days		2
Jevice Preferences	Home Terminal Time Zone	Central (CST6CDT)		
	Start Hour of Day	12 am		
	Cargo	Property		
	Switch to Intrastate rules when possible	Passenger		
	Use 34 Hour Restart	•		
	Use Canadian Off Duty Deferral			
	Add or remove exemption		Exceptions	
	Other			

#### **Exceptions**

The options that appear when tapping the *Exceptions* button will allow the driver to avail of exceptions from the Hours of Service rules for as long as certain conditions are met as stipulated the Hours of Service section of the Code of Federal Regulations (49 CFR Part 395.1-Hours of Service of Drivers-Scope of rules in this part) and other pertinent FMCSA regulations.



#### **Available US Exceptions Options**



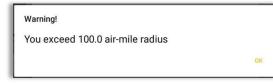
Select the appropriate exception from the list. You must then enter a reason for applying the exception in the Enter reason for exception(s) field. Once complete, select the **OK** option to apply the selected exception.

**Note**: Exceptions are different depending on the Region selected.

• 2 Hour Driving Extension

for Adverse Driving Conditions

- Relief from all driving rules for Emergency Conditions
- Oilfield Operations with 24-hour restart
- 30 Minute Break Exemption for Petroleum Tank Drivers
- 30 Minute Break Exemption for Short-Haul Drivers
- 30 Minute OnDuty break for Asphalt drivers
- No Logs for CDL Short-haul Drivers operating within 100 air miles (12 hour shift) **Note**: A warning dialog is displayed if the short haul driver broken the 100 air miles from the home terminal.



- No Logs for Short-haul Asphalt, Ready-Mixed Concrete Drivers or Non-CDL-Drivers operating within 150 air miles (14 hour shift)
- 24 Hour Restart for Construction, Groundwater well-drilling
- 16 Hour Driving Window

**Note**: '16 Hour Driving Window' exception can only be used once for the last 7 days or in every 70hr cycle, if the driver attempted to enable the exception an error dialog will display stating the following:

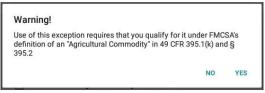
Error
The "16 Hour Driving Window Once Per Week" exception is already used in the current cycle.

Page 20

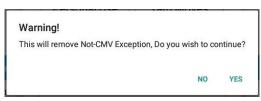
ок

However, it is possible for the driver to add another '16 Hour Driving Window' exception when a cycle reset has occurred. Nevertheless, the driver will need to wait for the current cycle to end to be able to add the exception again.

- Utility Service Vehicle
- 30 Minute Break Exemption for Specialized Carriers & Rigging Association (SC&RA)
- Agricultural Operations *Note:* A confirmation dialog is displayed when using 'Agricultural Operations' exception.



- Transport of Commercial Bees, Livestock
- Hi-rail 2-hour travel exclusion 395.1(w)
- Driver salesperson 395.1(c)
- Relief from Driving rules for State of Emergency 390.23
- California flammable tank drivers may drive 10 hours within a work shift
- No Logs for Non-Commercial Motor Vehicle
- *Note*: A warning dialog is displayed upon attempting to add a new event in current time while in Not-CMV exception. Tap Yes button to remove exception or tap No button to cancel.



#### Available Canada Exceptions Options



← Options		<b>₱ D ₽</b> C €
Vehicle disconnected	Add Economics	Connect X
SWITCH EQUIPMENT	Add Exception  Hour Driving Extension Special Permit 62 - 2 Hour Driving Extension Permit OII Well Service Permit 63 - OII Well Service Permit	LOGON CO-DRIVER
GAIN TIME	CanEmergencyConditions 76(1) - Emergency Conditions 2 Hour Driving Extension for Adverse Driving Conditions 76(7,3) - Adverse Conditions No logs for drivers operating within 160km of home terminal 81 - No Logs	SWITCH CO- DRIVER
RETURN TO H	Enter reason for exception(s)	IMENT

- 2 Hour Driving Extension Special Permit
- Oil Well Service permit
- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions
- No Logs for drivers operating within 160km of home terminal

#### Available Alberta Province Exceptions Options

					D		
Star	t Time: 12AM		🔶 Tue May 29, 2018 —				Albe
( Viola	M 1 2 F B D L I M I M I M M	3 4 5	6         7         9         10         11         N         1         2         3         4         5         6           Add Exception	7			10 00 00 11
		Start	2 Hour Driving Extension for Adverse Driving Conditions 76(2,3) - Adverse Conditions				
1	OffDuty	12:00 A	Enter reason for exception(s)				-
2	Remark	08:46 AP		-			ED
3	OnDuty ND	08:47 A	CANCEL OK	0			E
4	Remark	08:47 AM	Switched trailer Trailer1, Trailer2				E
5	Driving	08:48 AM	51m				E
6	Remark	08:48 AM	Pre-trip DVIR not performed for Trailer Trailer, Vrhicle Trailer Trailer2, Vehicle Truck2				
112	Remark	08-49 AM	Completion of Pre-trip				

- CanEmergencyConditions
- 2 Hour Driving Extension for Adverse Driving Conditions



#### <u>Time Zone</u>

	Hours of Service			
GPS GPS Preferences		Macomb	L	61455
Vehicle Data Settings Vehicle Bus Data Configuration	Driving Rules			
Communications Communications Options	Country	USA		,
Privacy Privacy Policy	Cycle USA	US 70hr8days		
Legal EULA License Agreement	Home Terminal Time Zone	Hawaii		
About	Start Hour of Day	America/Anchorage		
Device Device Preferences	Cargo	Pacific (PST8PDT)		
	Switch to Intrastate rules when possible	Mountain (MST7MDT)		
	Use 34 Hour Restart Use Canadian Off Duty Deferral	Saskatchewan		
	Add or remove exemption	Central (CST6CDT)		
	Other	Eastern (EST5EDT)		
	Lock Screen Style	Atlantic		

Select the driver's Home Terminal tin zone. Time zones available are:	ne
Hawaii America/Anchorage Pacific Time (PST8PDT) Mountain Time (MST7MDT) Saskatchewan Central Time (CST6CDT) Eastern Time (EST5EDT) Atlantic Canada/Newfoundland Asia/Manila	

#### **PDF Report Email Recipients**

You can set the default recipients of your Driver Daily Log PDF report in the part of the Settings Menu.

GPS			
GPS Preferences	Cycle USA	US 70hr8days	Ť
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	*
<b>Privacy</b> Privacy Policy	Start Hour of Day	12 am	
About	Cargo	Property	*
Device	Switch to Intrastate rules when possible		
Device Preferences	Use 34 Hour Restart		
	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	
	Use GridView Editing	•	
	Email Service Provider	SERVER -	
	PDF Report Email	recipient@domain.com	

Enter the email address or addresses that will become a recipient or recipients of the NexTraq ELD app's Daily Driver Log PDF report.

The email addresses must be separated by a comma (,)

Lock Screen Style

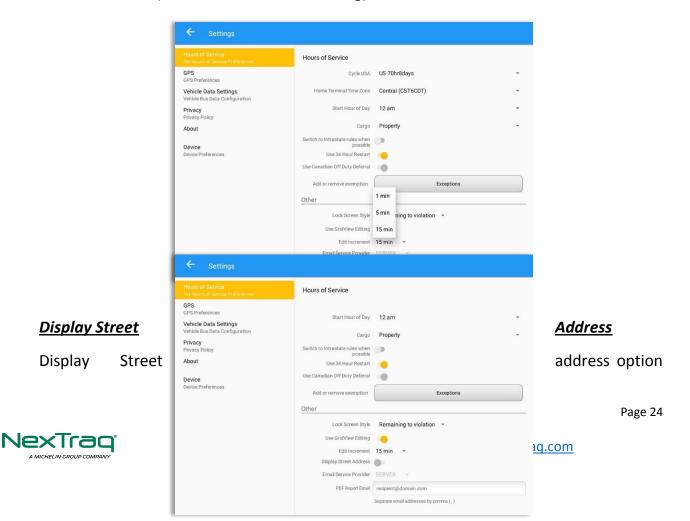


The user has the ability to control the lock screen display. There are two (2) types available: new 'Remaining to violation' lock screen or the old '4 clocks' lock screen.

	Hours of Service		
GPS GPS Preferences	Cycle USA	US 70hr8days	
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	
Privacy Privacy Policy	Start Hour of Day	12 am	
About	Cargo	Property	
Device Device Preferences	Switch to Intrastate rules when possible Use 34 Hour Restart		
	Use Canadian Off Duty Deferral		
	Add or remove exemption	Exceptions	
	Other	·	
	Lock Screen Style Use GridView Editing Email Service Provider	Remaining to violation 4 Clocks	
	PDF Report Email	recipient@domain.com	

#### Use Grid View Editing

The user has the ability to use grid view editing. Once enabled, user can also set the edit increment time. (See Section 5.2.12 Edit a Log)



will allow drivers to select where to get the location if it is the actual location or the nearest City with 5,000 population when in AOBRD mode. The option will only display for drivers that have permission which is set by the personnel in the portal->Account Settings under App Controls > 'Display Street Address for AOBRD mode'.

#### Email Sender

There are (2) two email sender options: via Server or Mobile App. Email Sender setting can be change on the portal->account settings under App Controls -> Email Sender.

	Hours of Service		
GPS GPS Preferences	Cycle USA	US 70hr8days	
Vehicle Data Settings Vehicle Bus Data Configuration	Home Terminal Time Zone	Central (CST6CDT)	
Privacy Privacy Policy	Start Hour of Day	12 am	
About	Cargo	Property	
Device	Switch to Intrastate rules when possible	0	
Device Preferences	Use 34 Hour Restart		
	Use Canadian Off Duty Deferral	•	
	Add or remove exemption	Exceptions	
	Other		
	Lock Screen Style	Remaining to violation 👻	
	Use GridView Editing		
	Email Service Provider	SERVER -	
	PDF Report Email	recipient@domain.com	
		Separate email addresses by comma (, )	



### 2.2 Vehicle Data Settings AOBRD Speed Threshold

For vehicle in AOBRD mode, speed threshold setting is dependent on what is set on the portal->account settings under App Controls ->AOBRD Speed Threshold. The default value is 100 Mph/Kph. (For example: When the set AOBRD Speed Threshold is 100 Mph/Kph, lock screen will be shown and the app will be in driving state once the vehicle speed threshold reached to 100 mi/hour)

Hours of Service Let Hours of Service Preferences SPS SPS Preferences	Vehicle Data Settings
/ehicle Data Settings /ehicle Bus Data Configuration	AOBRD Speed Threshold Vehicle considered moving when traveling over 100 mi/hour
Communications Communications Options	Set VBUS Update Interval Update VBUS data every 5 minutes
Privacy Privacy Policy .egal	Debug VBUS Service, Launch activity to show current VBUR deta
EULA License Agreement About Gopyright @2017 VisTracks	Review VBUS Device Connectivity Launch Activity to Review VBUS Device Connectivity
Device Preferences	

Also, drivers have the ability to set speed threshold on the app->Vehicle Data Settings->AOBRD Speed Threshold only if the driver is allowed. To allow a specific driver, enable the option which can be seen in portal->Drivers Management Page->Set AOBRD Speed Threshold option.



#### 2.3 Device Preferences

#### <u>Unit of Distance</u>

Setting the default unit of measures.

Unit	of Distance
۲	miles
0	kilometers
	CANCEL

#### **Disable Notification Sound**

The application has a Mute button to silence all sounds that could come from the application. Also, the ELD rules state that all application sounds should be muted during Sleeper status. However, the mobile device should not be muted so that sound will be available for phone calls.

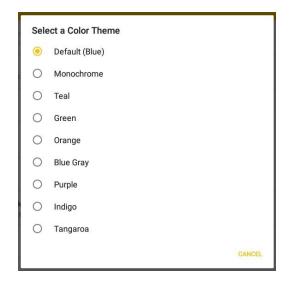
Disable Notification Sound Mutes all notifications sound	
---	--

*Note:* When the current status is Sleeper Berth, it automatically mutes the application sound.

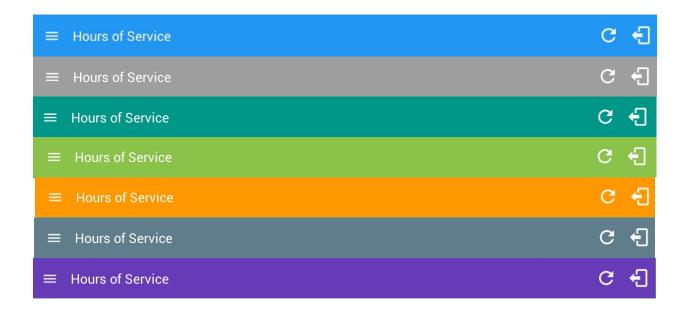
#### Color Theme

.

Displays option for selecting Color Theme.







#### Night Theme

By default, the application automatically changes to a night theme based on the sunset time calculated from the device's location. If location is not available, the local time of the device is used.





#### Language Support

The application supports language translation for English, French-Canadian (Francais (Canada)) and Spanish (Español (Estados Unidos)).

To enable the desired translation, select the supported language located below the Login button and the translation will take effect immediately.

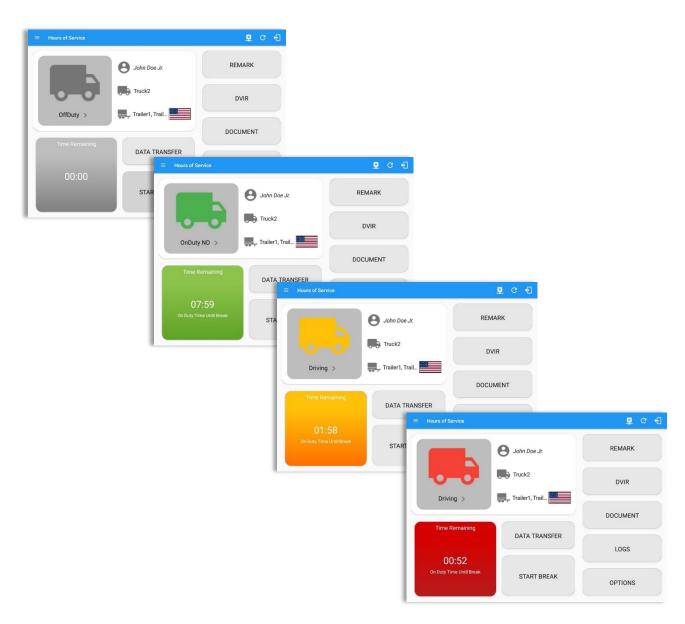
NexTraq LLC					
Mostrar contraseña G	Horas de Servicio			፼ C +∃	
KiCAKSSK Elige lengu ≝≣English ∎ França ¿Se te olvidó tu contraseña?	johndoe.jr@gmail.com	John Doe Jr.	REMA	RK	
	DVIR     Órdenes de trabajo	Truck2	DVII	2	
	Cambiar Equipo     Inspección en carretera     Documentos	Trailer1, Trail	DOCUM	IENT	
	Recibos de combustible	DATA TRANSFER	LOG	s	
	<ul> <li>Ayuda y apoyo</li> <li>Cerrar sesión</li> </ul>				
		← Opciones			<b>₽ D M ₽</b> :
		Vehículo desconectado			Conectar X
		EQUIPO DE INTERRUPTOR	DOCUMENTOS DE ENVÍO	OBSERVACIÓN	CONDUCTOR DE INICIO DE SESIÓN
		GANA TIEMPO	EXCEPCIÓN	TRANSFERENCIA DE DATOS	CO-CONDUCTOR DEL INTERRUPTOR
		VOLVER A LA P	ANTALLA HOS		MENTO



## 3 Familiarizing the NexTraq ELD Main Screen Tiles

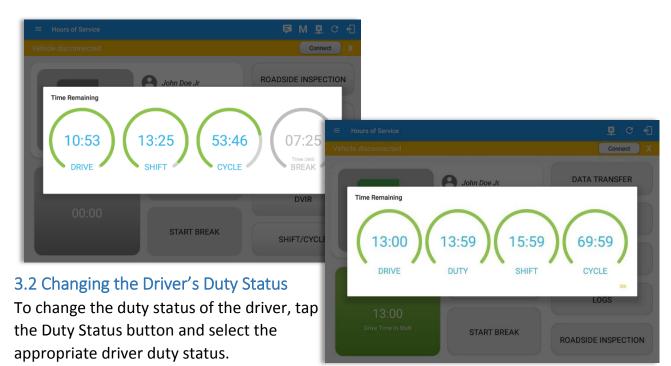
### 3.1 Time Remaining Tile

When the time remaining tile displays a grey color, it indicates that the driver is Off Duty, Sleeper or Waiting at Well Site; when the tile displays a green color, it indicates that the driver's status is Driving or On Duty; when the tile displays an amber color, it indicates that the driver's status is Driving or On Duty and has less than 3 hours left; when the tile displays a red color, it indicates that the driver's status is Driving or On Duty and has less than 1 hour left or has already ran out of time.





Page 30



Tap the time remaining panel to view the Time Remaining Clocks.

*Note:* For Canadian Rules, a 14 hour On Duty limit on time remaining clock is shown.

The time remaining clocks are color coded to match the time remaining panel.

#### **Available Duty Status Options**

	Duty Status Icon	Duty Stat	us	Duty	Status Icon	Duty Stat	us
	OffDuty >	Off Duty			Orbuty ND >	On Duty	
	Sleeper >	Sleeper Berth			WellSte >	Waiting at Site	1
	Diving >	Driving					
				C 4]			
	Vehicle disconnected	Change Current Status	Conr	nect X			
		ffDuty Sleeper	DATA TRANSP	ER			
		riving OnDuty ND					
	Pers	onal Use Yard Moves	REMARK				
	OnDuty ND >	n; 5mi NNE Etobicoke, ON					
	Odome		OPTIONS				Page 31
Ne	Time Remaining	e: Add Note			traq.com   www.r	extrag com	
A M	исни 03 <sup>.</sup> 07		LOGS			lextraq.com	
	On Duty Time Until Break	STANT DISEAN	ADSIDE INSPE	CTION			

	← View Log		D D 🖳 🗐
	Start Time: 12AM	← Tue Aug 14, 2018 →	US70hr8days
Notes:	0FF 58 0V 1 2 2	Create Event for Tue Aug 14 Start: <-15 12:54 AM +15> Duration: 0 minutes	5 7 8 9 10 11 M 00:00 00:00 00:00 00:54
Tapping the duty status button will show the <b>Cl</b> event in Edit Logs screen, you can adjust the Previous 15 minutes Time Interval button to in Time Interval button to decrease the time dura time from going before or after the	d Status Start C 1 OnDury ND 12:00 AM ti 2 Remark 12:06 AM C 3 Remark 12:14 AM "Calified entries	Status: OffDuty - Location: Smi NNE Etobicoke, ON Odo 62400 mi Note: Add Note Personal Yard Use Yard Moves	t tor Correction Correction Correction Correction Correction Correction
• If Personal Use is enabled, the status will other checkboxes. Selection of this optic		CANCEL OK	

except Off Duty will not be displayed in the grid but is displayed in the event history list. Off duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.

- If Yard Moves is enabled, the status will be set to On Duty automatically and will disable the other checkboxes. Selection of this option will be recorded within the events history. Events except On Duty will not be displayed in the grid but is displayed in the event history list. On Duty will always be the display in the grid and when the driver makes an automatic event, lock screen will also be shown.
- A static notification on screen is visible when driver is currently in Personal Use or Yard Moves.
- Attempt to create or edit an event such as Off Duty, On Duty, Sleeper Berth in the middle of an automatically Driving event is not allowed, instead an error dialog is displayed stating "Error: shortening of prior driving event is not allowed. Select a time before or after the driving event."

When the app is able to obtain a valid GPS fix, the *Location* field will be automatically populated with the current location information of the user. If there is no GPS fix, the *Location* field will remain blank, in this instance; you must manually input the relevant details. Location will be displayed as street address if driver is in Canadian cycle or vehicle used is in AOBRD mode and 'Display Street Address for AOBRD Mode' option is enabled in Account Settings > App Controls.

Once all relevant details have been entered and the correct duty status selected, tap the **OK** button to save the new duty status event. You can also select the **Cancel** button to cancel adding the selected duty status.

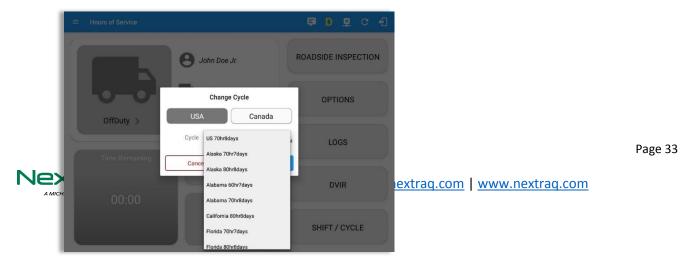


Ν

Changing the status to On Duty or Driving also enables the options for '**Personal Use**' and 'Off Road'. Personal Use is mentioned in the FMCSA's Supplemental Proposal, which was published on March 28, 2014, that mandates ELDs for most drivers of CMVs that currently log. The proposal says that ELDs may be set up to allow drivers to put themselves in a special driving category called "personal use." When a driver selects this option, the ELD will record the time as off duty until the driver de-selects the option. **Off Road**, on the other hand, means that the vehicle is running on rough terrain. Lastly, **Yard Moves**, has been established under a mandate which allows a driver or personnel to perform duties like moving trucks around the home yard by establishing a single set of thresholds for all ELDs in an On Duty, not Driving status without triggering the device by reaching the thresholds.

#### 3.3 Changing the Driver's Ruleset

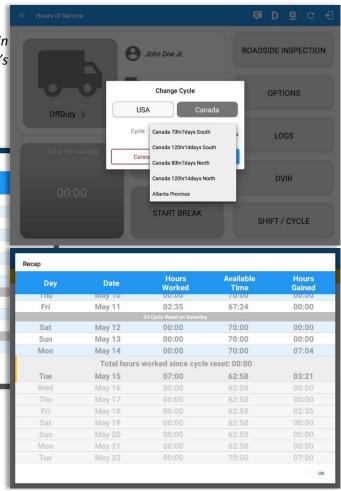
The country flag (US for Canadian relation) indicates the ruleset the driver is currently using. To change the drivers' ruleset, tap the on the country flag and select the appropriate driver country/ruleset from the dialog.



**Note:** For new drivers, the set default country in the driving rules is based on the device's location.

#### 3.4 Recap

Day	Date	Hours Worked	Available Time
Tue	May 01	00:00	70:00
Wed	May 02	00:00	70:00
Thu	May 03	00:00	70:00
Fri	May 04	00:00	70:00
Sat	May 05	00:00	70:00
Sun	May 06	00:00	70:00
Mon	May 07	07:04	62:56
Tue	May 08	03:21	59:35
		34 Cycle Reset on Wednesd	ay
Wed	May 09	00:00	70:00
Thu	May 10	00:00	70:00
Fri	May 11	02:35	67:24
		34 Cycle Reset on Saturda	
Sat	May 12	00:00	70:00
Sun	May 13	00:00	70:00

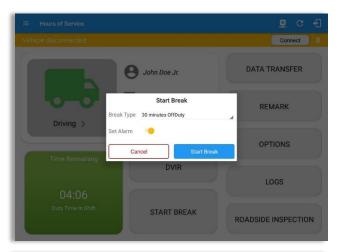


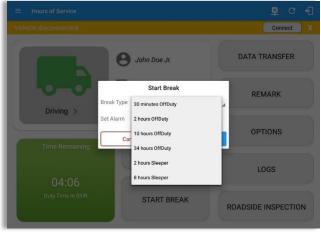
#### 3.5 Start Break

The *Start Break* button will be disabled when the duty status is *Off Duty, Sleeper Berth* or *Waiting at Well Site*.

The *Start Break* button will be enabled when the duty status is *On Duty* or *Driving*.







Once you tap the *Start Break* button, a pop-up dialog will be displayed with the following options:

*Break Type*: Select from the dropdown list how long you would like your break to be.

*Set Alarm*: (Enabled by default) Toggle button to disable or enable. If enabled, an audio alarm is played when break is over. If disabled, no audio alarm when break is over.

#### Break Type Options:

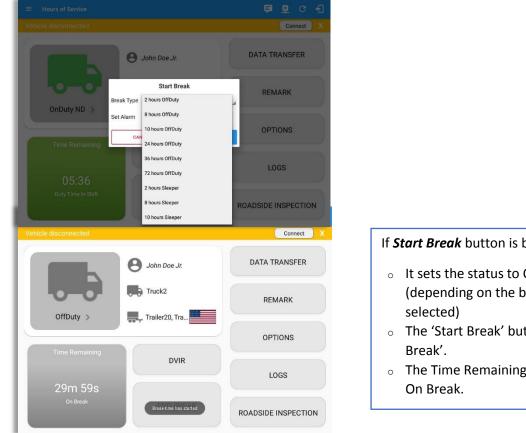
- USA Cycle:

- 30 minutes OffDuty
- 2 hours OffDuty
- 10 hours OffDuty
- 34 hours OffDuty
- 2 hours Sleeper
- 8 hours Sleeper
- 10 hours Sleeper

#### - Canada Cycle:

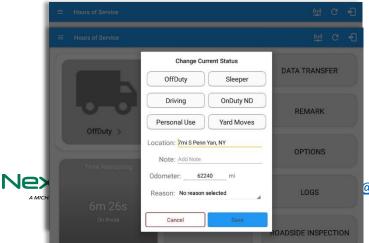
- 30 minutes OffDuty
- 2 hours OffDuty
- 8 hours OffDuty
- 10 hours OffDuty
- 24 hours OffDuty
- 36 hours OffDuty
- 72 hours OffDuty
- 2 hours Sleeper
- 8 hours Sleeper
- 10 hours Sleeper





If Start Break button is being tapped, then:

- It sets the status to OffDuty/Sleeper (depending on the break type
- The 'Start Break' button turns to 'End
- The Time Remaining button turns to



- If End Break button is being tapped, then:
  - It set status 'Driving' (if the vehicle is moving) and driver can set status manually (if the vehicle is not moving).

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## 3.6 Data Transfer

Selecting the *Data Transfer* button from the *Options Screen* will display the list of supported data transfer options.

The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

← Options			🗟 େ 🕄
Vehicle disconnected			Connect X
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
RETURN TO	HOS SCREEN	DOCU	IMENT

#### Tap the **Data**

**Transfer** button to transfer data of the compilation of the driver's ELD records. Once tapped, a selection of the supported data transfer options by the ELD will prompt to the user. The available data transfer options for iOS app are Bluetooth, Email and Web Service only.

	Data Transfer via		Data Transfer via	
	Select Vehicle: Truck1		Select Vehicle: All Vehicles ~	
	🛞 Bluetooth		🛜 Bluetooth	
	USB		Email	Page 37
NexTra		prt@ne	Web Service	-
A MICHELIN GROUP COM	Web Service		Web Service	_
	CANCEL		CANCEL	

Android app Data Transfer options

iOS app Data Transfer options

• **Select Vehicle** - this option enables the ELD to produce a data file or a series of data files of ELD records for a subset of its vehicles used by the driver.

Tap the *Select Vehicle* menu to show the list of vehicles used by the driver.

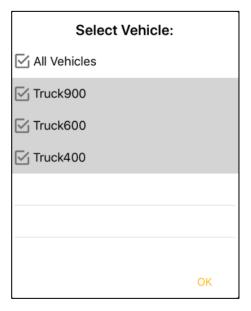
The 'All Vehicles' option will only display on the list when the driver has already driven multiple vehicles for the day.

For Android app, list of vehicle/s are displayed in checkboxes. After selection of vehicle(s), it will then prompt the Data Transfer dialog to select data transfer options: Bluetooth, USB, Email or Web Service.

Sele	ect Vehicle(s) You wish to transfer	
	All Vehicles	
$\checkmark$	TRKE1	
	TRKA1	
	Truck800E	
CANC	EL	PROCEED

For **iOS app**, list of vehicle/s are displayed in checkboxes. The app allows to select specific vehicle(s) to be included in ELD output file. The list of vehicles displayed are the vehicles that the driver used within the current cycle.

Select or deselect vehicle or vehicles by tapping the checkbox button. Tap OK button to save selection.



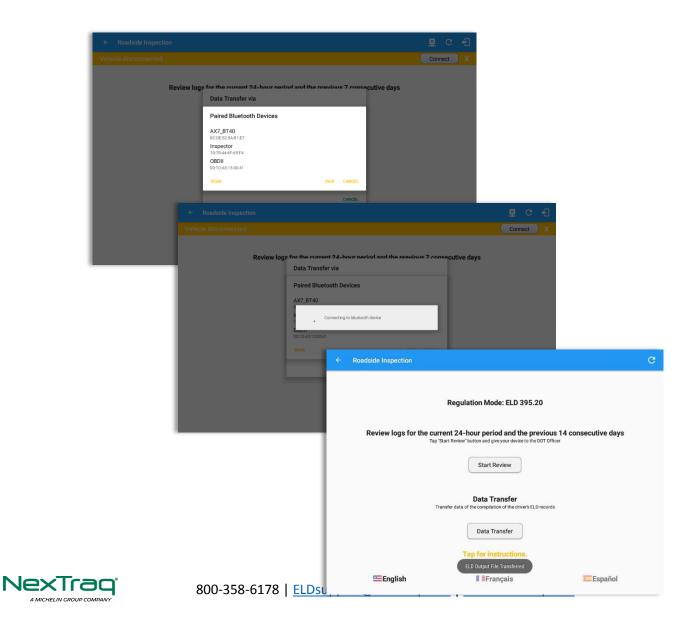


800-358-6178 | ELDsupport@nextraq.com | www.nextraq.com

• **Transfer via Bluetooth Tethering** - this option enables the user to transfer files through Bluetooth tethering. The ELD prompts for an output file comment which the driver may enter (optional). After the input, if Bluetooth is not yet turned on, a prompt will appear asking you to turn it on.

Output File Comment Comment here	Application is requesting permission to turn on Bluetooth. Allow?
Chars left:60	NO YES
CANCEL OK	

You will then be asked to pick the device to which the ELD output me will be transmitted via Bluetooth tethering.



After the data transfer process is successful, a toast message will then display at the bottom stating that the 'ELD Output File Transferred'.

• **Transfer via USB (Android Only)** - this option enables the user to transfer files through USB (external devices).

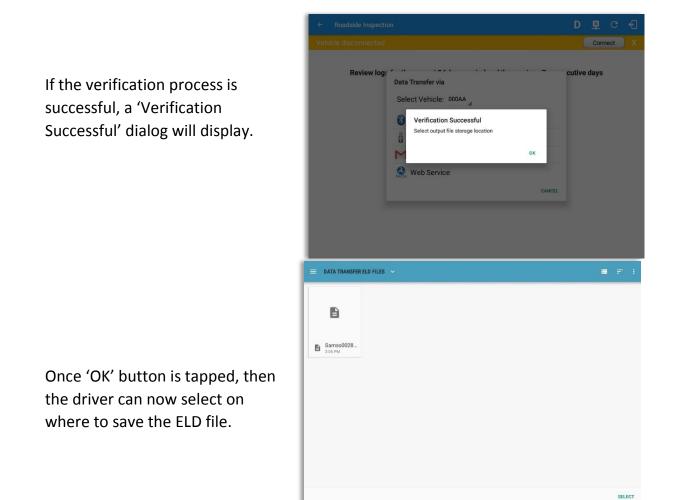
After selecting a data transfer option, the ELD prompts for an output file comment which the driver may enter (optional). The ELD accommodates the entry of an output file comment up to 60 characters long.

Output File Comment Comment here	
	Chars left:60
	CANCEL OK

Prior to saving the driver's ELD file to an external storage/device, the ELD must read a verification text file from the USB device provided by the Authorized Safety Officials. This can be done by selecting the path where the verification file is located on the Safety Official's USB device.

Select verification file					
/storage					
<b>I</b>		1			
UsbDriveA			Select ELDUSBTX.TXT file?		
sdcard0				NO	YES
emulated					
c	CANCEL				





Upon confirmation, the ELD generates the compliant output file and performs the data transfer. A toast message will display at the bottom stating that the 'ELD Output File Transferred'.

**Note:** You cannot transfer a file via USB when the verification file on the device is not the same as the verification file on the inspector's USB drive. If this issue occurs a toast message will display stating 'Invalid verification file'.

 Transfer via Email - this option enables the user to transfer files through email. The ELD output file transferred is encrypted using AES-256 in FIPS Publication 197. Before sending, the ELD prompts for an output file comment which the driver may enter (optional).

800-3	Output File Comment Comment here	Page 41 ww.nextraq.com
	Chars left:60	
	CANCEL OK	

I

After the data transfer process is successful, a toast message will then display at the bottom stating that 'ELD Output File Transferred'.

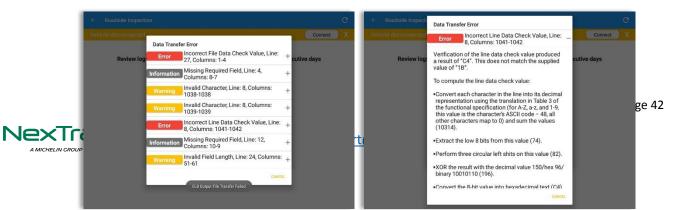
Note: Data transfer via email is sent to fmcsaeldsub@dot.gov.

• **Transfer via Web Service** - this option enables the user to submit ELD output files, and verify that the ELD's certificate, ELD Identifier, and Registration ID are still valid.

	Connect	
Review logs for the current 24-hour period and the previous 7 cons	Roadside Inspection	
Select Vehicle: All Vehicles	Regulation Mode: ELD 395.20	
1 2 3	Review logs for the current 24-hour period and the previous 14 consecutive d Tap 'Start Review' button and give your device to the DOT Officer	ays
q w Web Service	Start Review	
аsuryпук Фzxcvbnm,	Data Transfer Transfer data of the compliation of the driver's ELD records	
Ctrl 11☺ 🔅 ← English (US) →	Data Transfer	
ter the data transfer process is	ELD Output File Transferred	ol

then display at the bottom stating that 'ELD Output File Transferred'.

However, if data transfer is not successful, a toast message will then display at the bottom stating that 'ELD Output File Transfer Failed' with corresponding data



transfer error messages.

## 3.7 Options

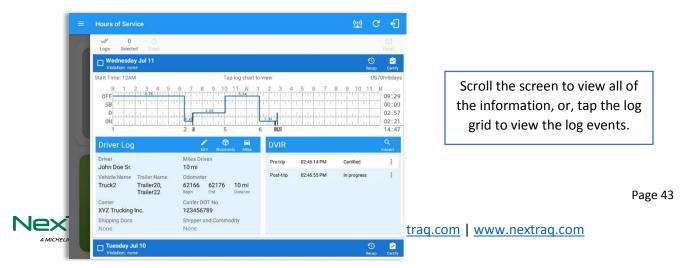
Selecting the *Options* button from the *HOS Main Screen* will display the *Options* module:

Options /ehicle disconnected			오 순 Connect X
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER
RETURN TO	HOS SCREEN	DOCL	JMENT

The functions within the Options module will be covered in more detail throughout this document.

## 3.8 Logs

Selecting the *Logs* button from the *HOS Main Screen* will display the current days log and provide the ability to navigate backwards to view the previous seven logs:



## 3.9 **DVIR**

Selecting the **DVIR** button from the **HOS Main Screen** will display the Select DVIR screen:

/ehicle discor	nnected				Connec	t
	<b>DVIR Details</b>			Current	DVIR	
Date: 05/ <sup>Type:</sup> Pre-trij	15/2018 11:43:30 AM G Inspector: Driver	MT+08:00	Pre-trip	11:37:12 AM	Certified	
Vehicle: Truck2	Vehicle/Trailer	INSPECT				
Trailer: Trailer1	Truck Form Trailer					
Trailer: Trailer2	Form: Select form	INSPECT				

- DVIR can be created to suit the vehicle types, all DVIRs will be displayed on this screen.
- DVIR History can be viewed by tapping the DVIR History button in the DVIR screen.

Note:

.

- When switching the vehicles, the equipment's will be displayed along with their associated forms. Changing the forms used will pop up a message dialog stating "Are you sure you want to use a different form?" with a 'Cancel' or 'Ok' button.
- Highlighted text only displays when conducting an inspection for the first time and that no DVIR forms are associated to the current equipment used.

## 3.10 Shift/Cycle

Selecting the Shift/Cycle button from the HOS Main Screen will display the total work hours of the driver's current work shift and the total working hours that the driver can legally accumulate over a certain cycle or a consecutive multi-day period:



		Service		ē	M 🗳 G 🕄		
	Vehicle discor	nected	John Doe Jr	ROADSID	Connect X E INSPECTION		NexTraq LLC
4 Check Drive ← Options Vehicle disconnected	r	):53 13	:25 IFT START BRI		7:25 Time Lindi BREAK ox DVIR	Ava	ilability
SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-D	RIVER			
GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH ( DRIVE	← Options Vehicle disconnected			티 미 타 C 년 Connect X
RETURN TO HOS	SCREEN	DOCU	MENT	SWITCH EQUIPMENT	Gain Time At Shift F Today at (		LOGON CO-DRIVER
				GAIN TIME	Hours C 11:		SWITCH CO- DRIVER
From the <i>Hours</i>	of Service	Main Scre	en,	RETURN TO H	IOS SCREEN	DOC	CUMENT

tap the **Options** button and then tap the

*Gain Time* button, this will then display a date & time of when the driver will gain his/her maximum hours.



# **5 Driver Logs**

The **Driver Logs** allows you to view and update the electronic recording of your duty status events in the NexTraq ELD app's online driver logs. This is where you also store shipment data, send the certified logs to its intended recipients and manage other driving duty information.

		<u>R</u> (	e +3							
Vehicle disconnected		Connect	X							
U D D Logs Selected Reset										
Monday Jul 16 Violation: 30		(S) Recor	Certify							
Start Time: 12AM Tap log chart to v	view	US	70hr8days							
W 1 2 3 4 5 6 7 8 9 10 11 N 1 SB D D L L L L L L L L L L L L L	2 3 4 5 6 7 8 ++++++++++++++++++++++++++++++++++++	9 10 11 11 11 11 11 11 11 11 11 11 11 11 11	04:15 00:48 08:04 03:54 17:01							
Driver Log	DVIR		Q Inspect							
Driver Miles Driven John Doe Jr. 205 mi	Pre-trip 12:54:56 PM	Certified	:							
Vehicle Name Trailer Name Odometer Truck2 Trailer20, 62120 62325 205 mi	Post-trip 12:58:54 PM	≡ Ho	urs of Servi	се					<u>R</u> (	C
Carrier Carrier DOT No		Vehicle	disconnect	ted					Connect	t
XYZ Trucking Inc.         123456789           Shipping Docs         Shipper and Commodity           None         None			0 0 0 0 0 0 0 0 0 0 0 0 0 0		6 7 8 9 10	11 N 1	2 3 4	5 6 7 11 11 11 11 11 11 11 11 11 11 11		
		D	river Log		Edit Shiomen	ta Milea	DVIR			C Ins
			iver ohn Doe Jr.		Miles Driven		Pre-trip	12:54:56 PM	Certified	
		Ca X <sup>1</sup> Sł	nicle Name uck2 arrier YZ Trucking Ir	Trailer20, Trailer22	Odometer           62120         62325           Begin         End           Carrier DOT No         123456789           Shipper and Commo         Commo	<b>205 mi</b> Distance	Post-trip	12:58:54 PM	In progress	
			Sunday Jul Violation: none Saturday Ju	•	None				ତ Reca:	P

Scroll the screen to view all of the

information, or, tap the log grid to view the log events. The daily log for the current day will be in expanded view by default. The daily driver logs for the previous days will be in collapsed view.

To expand or collapse a daily log, tap the Collapsible Menu Header.

*Cycles* and the *Start Hour* time used are also shown in the Log, it is found on the upper right corner just above the *Grid Chart*.



## 5.1 Using the Driver Logs Bulk/ Multiple Selection Functions

The first part of the Driver Logs user interface feature controls and information for the bulk/multiple selection features. These controls will allow you to perform features for multiple selected driver logs.

Function ico	n	Function	Description
~//		Selection Button	Tap the button to select all certified logs
Logs			
0 Selected		Selected Logs Counter	This shows the number of selected certified driver logs
<b>S</b> Reset		Reset Button	This clears/deselects all of the selected driver logs

## 5.2 The Driver Logs Accordion Header Features

To expand or collapse a daily log, tap the Driver Logs Accordion/Collapsible Menu Header:



**Note:** Driver Logs title shows the full-time range when the **Start Hour** time is not zero. You can change the time by going to Settings > HOS Preferences

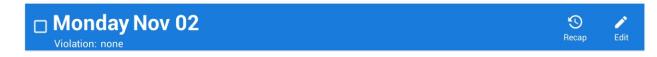
## 5.2.1 Daily Driver's Log Entry Check-box (Uncertified Log)

Tap the check-box to certify the selected daily log:



# 5.2.2 Daily Driver's Log Entry Check-box (Already Certified)

Tap the check-box to uncertify the selected daily log:





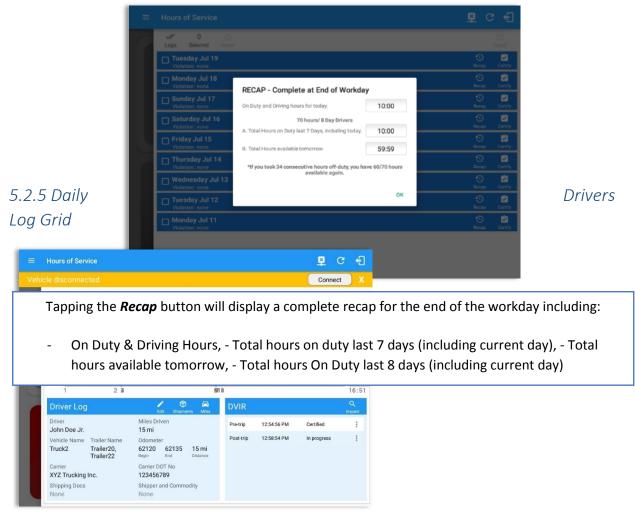
## 5.2.3 Daily Driver's Title Log (Recertify Log)



When a certified log has been edited in the portal, it prompts the driver to either accept or reject the proposed changes through the "Edit Suggestions" dialog. Once the driver accepts an edit request, it will display a note on the daily driver's title log stating "*Recertify*", which indicates the log needs to be certified again in order to include the records changes.

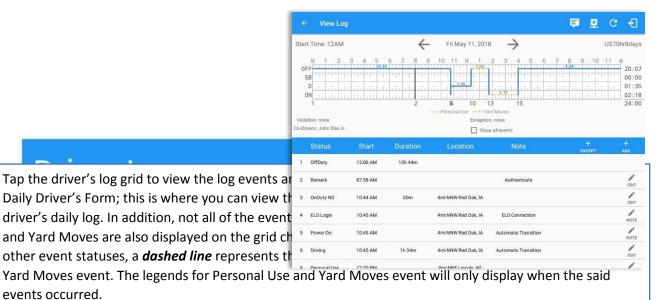
#### 5.2.4 Recap

Tap the Recap button to bring up the recap information and corresponding cycle data for the specified duty day

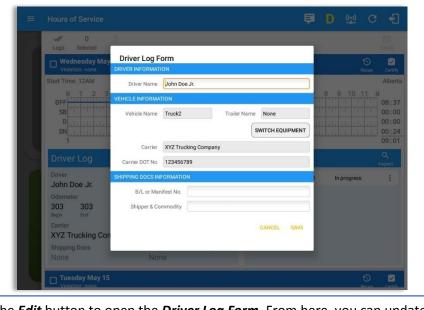




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5.2.6 Edit Daily Drivers Log Form



Tap the *Edit* button to open the *Driver Log Form*. From here, you can update the other required information that must appear in the driver's daily log (as listed below).

The following information can be viewed / amended within the **Daily Drivers Log Grid**:



#### **Driver Information**

- a) *Driver Name* displays the name of the driver.
- b) Vehicle Information
  - Vehicle Name displays the name of the current Vehicle of the driver.
  - Trailer Name displays the name of the current Trailer of the driver.
  - Switch Equipment tap this button to launch the Switch Equipment dialog to select another Vehicle or Trailer names.
  - Carrier displays the name of the Carrier. Driver can change their carrier (for driver who driver for more than one fleet or DOT number) if they are allowed to do so. This permission can be enabled in *driver settings> 'Allow Carrier Change'* option.
  - Carrier DOT Number a non-editable field which displays the Carrier DOT Number.

## c) Shipping Information

- Shipping docs displays the bill of lading or manifest number entered by the driver.
- Shipper & Commodity displays the shipper name and the type of commodity which the shipment contains.

## 5.2.7 Shipment Details

	Logs Selecter	d Read				©.	i i i i i i i i i i i i i i i i i i i
	Violation: n	SHIPMENT DE				Recap	Certi
	Start Time: 12/		SHIPMENT WEIGHT	S ON TRUCK FROM			Albe
	M. 1	ORDER NO.		- KOM		9 10 11	
	OFF					THE PLANE	08:
	SB						00:0
	ON					als shields	
	1						09:0
_	Driver Lo		SHIPMENTS UN	ILOADED TODAY			Q
		ORDER NO.	COLLECT OR BILLED	AMOUNT COLLECTED	MAILED PAPERS FROM		Inspect
	Driver					n progress	:
	John Doe						
	Odometer 303 30						
	Begin Enc				CANCEL OK		
	Carrier				GARGEL ON		
	XYZ Trucki						
	Shipping Docs		Shipper and Commodit	y			

Tap the *Shipments* button to open the *Shipment Details Form*; you can fill in the shipment data that is to be included in the driver's daily log.

**Note:** The data that can be included in this form is listed on the next page.



Data that can be included within the *Shipment Details Form* includes:

#### **Shipments on Truck**

- Order Number the order number of the specific shipment item.
- Weight the weight of the shipments.
- From the point of origin of the commercial motor vehicle.
- To the destination of the commercial motor vehicle.

#### **Shipments Unloaded Today**

- Order Number the order number of the specific shipment item.
- Collected or Billed the preferred payment method.
- Amount Collected the amount collected for the shipment.
- Mailed Papers From the name of the shipment company where the shipping related documents are from.

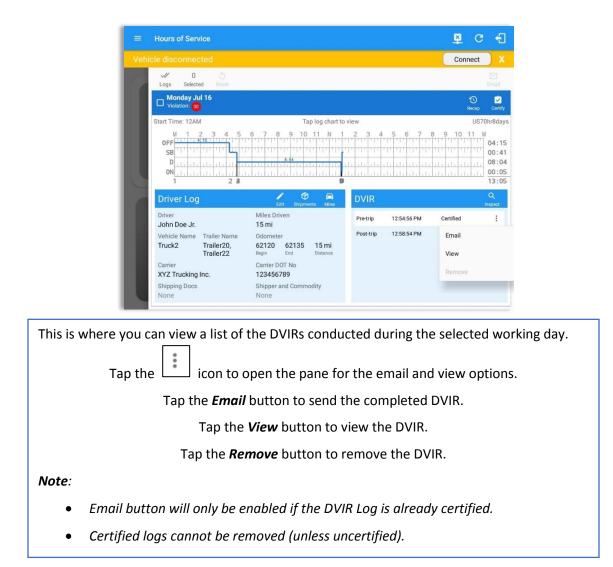
## 5.2.8 Miles Driven by State

V 0 0										
Wednesday May 16 Violation: none										Cort
Start Time: 12AM	МІ	LES DRI	VEN TO	DAY BY	STATES		6 7	8 9		Albe
	CODE	STATE	LOADED	EMPTY	ROUTED NO.	FUEL TICKETS	ti uri u			08:
SB			0	0			a si si si si			00:
D . I I I I I.			0	0			a de la della de			00:
1			0	0			adust of the			09:
Define the set			0	0						Q
Driver Log			0	0						Inspect
Driver			0	0			7:28 AM	In	progress	:
John Doe Jr.		TOTAL:	0	0						
Odometer 303 303 0 mi Begin End Distance					CANCEL	OK				
Carrier										
XYZ Trucking Company		1234567								
Shipping Docs None		Shipper an None		dity						

Tap the *Miles* button to open the *Miles Driven Today by States* dialog. This is where you can fill in the shipment data that is required to be included in the driver's daily log. Required data includes:

Code State Loaded Empty Routed Number Fuel Purchased Tickets Attached

#### 5.2.9 DVIR





## 5.2.10 Certify a Log

Tap the *Certify* button to certify the selected daily log. If the current status is *Driving*, a pop-up dialog will open and you will be asked to confirm changing the status to Off Duty:



	Hours of Service	ē	₽ C	÷
Veh	nicle disconnected		Connect	X
E.	V 0 0 Logs Selected Reset			
	Sunday Dec 02 Violation: none		1 Recap	/ Edit
	Saturday Dec 01		🔊 Recap	Certify
	Friday Nov 30     Violation: none		S Recap	Certify
	Thursday Nov 29 Violation: none		S Recap	Edit
	Uvelation: So 1) 1		1 Recap	Edit
	Luesday Nov 27 Vielation: 10 10 10 10		S Recap	/ Edit
	Monday Nov 26 Violation: 10 10		S Recap	/ Edit
	Sunday Nov 25     Violation: none     Email successfully sent.		S Recap	/ Edit
	Saturday Nov 24		S Recap	Edit

'Email successfully sent' toast message will display below the screen once emailing of certified log is successful.

=	Hours of Service			<b>B</b> G	÷ +
0	V 0 Selected Reset				
	Tuesday Jul 19 Violation: none			S Recap	<b>F</b> Edit
	Monday Jul 18 Violation: none			S Recap	Certify
	Uiolation: none			S Recap	Certify
	Saturday Jul 16 Violation: none	Uncertified Log(s) Log Date			Certify
	Friday Jul 15 Violation: none	Monday Jul 18			Certify
	Thursday Jul 14 Violation: none		Certify	S Recap	Certify
	Uiolation: none		UK .	recap	Certify
	Tuesday Jul 12 Violation: none			S Recap	Certify
	Monday Jul 11 Violation: none			recap	Certify

If the driver did not certify all the daily logs, the ELD will prompt the driver regarding uncertified logs upon logging in and logging out to the app along with the option to certify the relevant days.

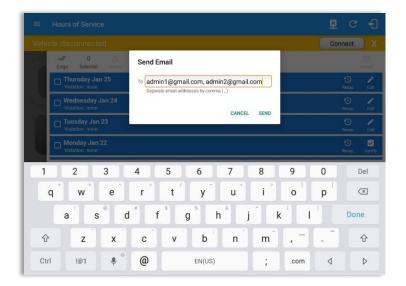
**Note:** During log certification, if the PDF upload fails, a copy of PDF file is saved into the PDF Archived folder under the App directory: Internal storage/ [App Name Folder]/PDF Archived/Certified Logs. This can be obtained manually if user reaches to more than two retries of failed upload.

## 5.2.11 Email a Log

When driver need to email a certified logs PDF to the back office, the driver can send directly from the **Mobile App** used (e.g Gmail app for Android) or have the HOS **Server** send the email instead of sending it directly from the mobile device.



## <u>Email Log via Server</u>



A Send Email dialog will display when driver enabled the 'Email log?' checkbox option on the prompt to send certified log.

Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma. Tap **Send** button to send the certified log PDF.

**Note:** To send certified log PDF via HOS Sever, set the Email sender option to Server in the portal->account settings under App Controls -> Email Sender.

	@ <b>&gt;</b> :
From	
то   🗸	
Cc johndoe jr@gmail.com	
[App Name] logs for John Doe Jr. from 07-26-2018 to 07-26-2018	
Driver's Daily Logs	
inhadra in 207.26 adf	
1.3M8	
	To   ~ Cc johndoe jr@gmail.com [App Name] logs for John Doe Jr. from 07-26-2018 to 07-26-2018

Email Log via Mobile App

A mobile app will open (e.g. Gmail app will open for Android device) with a new message that has a PDF file attached when the driver enabled the 'Email log?' checkbox option on the prompt to send certified log.

If driver has recipient email populated in the **portal>settings>drivers' management page>PDF Report** or in the **app>settings>PDF Report Email**, then recipient email is also pre-populated in the email draft.

**Note:** To send certified log PDF via Mobile App, set the Email sender option to Mobile App in the portal->account settings under App Controls -> Email Sender.



## 5.2.12 Edit a Log

Only driver logs that have not yet been certified can be edited, you will have to uncertify a driver log in order to update its contents, to do this, tap the Edit button to uncertify the selected log and reopen it for editing:

=	Hours of Service		🗗 C 🗲	
10	V 0 0		Enal	Tap the <b>Uncertify Now</b> button to
	Tuesday May 15 Violation: none		S / Riscop Edit	confirm uncertifying the selected
	Monday May 14 Violation: none		S 📓 Recap Certify	log.
	Sunday May 13 Violation: none		S 🖄 Recap Certify	
	Saturday May 12 Violation: none	Uncertify Daily Log Log already certified. Uncertify to continue	S Certify	Tap the <i>Cancel</i> button to cancel
=			📱 C f	uncertifying the selected log.
	V 0 0		Energy (	
	Tuesday May 15 Violation: none		S 😫	
	Monday May 14 Violation: none		S 🖄 Rectap Carbly	
	Sunday May 13 Violation: none		S 🖄 Recap Certify	
	Saturday May 12 Violation: none	You have successfully uncertified log!	🕥 🙋 Recap Certify	
	Friday May 11 Violation: none	ок	S Precap Edit	
1	Thursday May 10 Violation: none		S Pecap Edit	
	Ulolation: none		S 📓 Recep Cettify	
	United as the second se		S 🖄 Recip Cently	
				Tap the <b>OK</b> button to close the pop-up dialog.

The *Edit Log* screen can update/correct the driver's or driving duty data entries logged through the app. It can also view the history of an edited log.

Tap the driver's log grid to start editing it:



	- View I	Log				Ę	🛛 🖳 C	; +I
Sta	irt Time: 12A	M		← Mon D	ec 03, 2018	$\rightarrow$	UST	70hr8days
	M 1 SB D ON 1 Drivers: John Doe Jr.	2 3 4	5 6 7	8 9 10 11 34			9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	M 07:15 00:35 03:22 01:36 12:48
Sho	w all events	Start	Duration	Location	Odometer	Note	+	+
1	*OffDuty	12:00 AM	7h 15m	1mi SW Oakville, CT	0.0 mi	Note	EXCEPT	ADD
2	OnDuty ND	07:15 AM	1h 35m	1mi SW Oakville, CT	62100.0 mi			
3	Remark	08:30 AM		1mi SW Oakville, CT	0.0 mi	Completion of Pre-trip DVIR for TRKE1		/
4	Driving	08:50 AM	3h 21m	1 mi SW Oakville, CT	62145.0 mi			1
5	Remark	12:09 PM		1mi SW Oakville, CT	0.0 mi	Authenticate		1
6	Remark	12:09 PM		1mi SW Oakville, CT	0.0 mi	Co-Driver(s): John Doe Jr.		

You can navigate through the daily driver logs by selecting either back or forward arrows located above the grid  $\overleftarrow{\leftarrow}$   $\overleftarrow{\Rightarrow}$ .

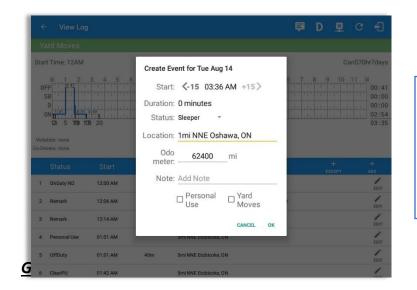
Driver will be able to add a note to the	
following events:	

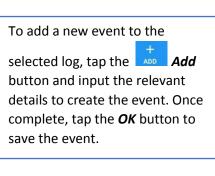
- Intermediate log
- Login/Logout
- CMV Engine power up/shut down
- Malfunctions and diagnostic events

#### Create Log Event via Legacy Mode

ora	rt Time: 12AM		$\leftarrow$	Fri May 11, 201	8 ->	US7	0hr8d
Viol	M 1 2 FFF D	3 4 5	6 7 8 9 	10 11 N 1			M 10 02 02 13
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		É
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			E
	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		N
4		10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		N
4	Power On						







## <u>Change Current Status via</u> <u>View Mode</u>

Start Time: 12A	M	Tue Aur	14 2010	-		anS70
M 1 3	23456	Change Cur	rrent Status	6 7		
OFF SB		OffDuty	Sleeper	altered		
ON	118 20	Driving	OnDuty ND	and the second se		
Violation: none to Drivers: none		Personal Use	Yard Moves			
		Location: 1mi NNE Os	shawa, ON			
1 OnDuty ND	12:00 AM	Odometer: 624	100 mi			
2 Remark	12:06 AM	Note: Add Note		i.		
3 Remark	12:14 AM	Note. Add Note				
4 Personal Use	01:01 AM	Cancel	Save			
5 OffDuty	01:01 AM		Save			
6 ClearPU	01:42 AM	5mi NNE Etobic	ooke, ON			
	01-42 AM	02m Smi NE Stabios	ake ON			

#### Notes:

• The current status of the

To add a new event to the

selected log, tap the Add -> Change Current Status button and input the relevant details to create the event. Once complete, tap the Save button to save the event.

Note: Use GridView Editing can be enabled in Settings->HOS Preferences.

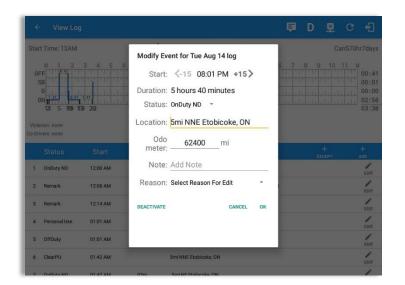
app is disabled to prevent adding

the status consecutively.

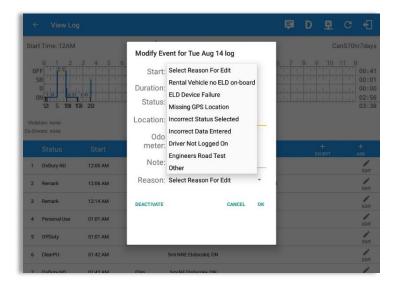
• Refer to 3.2 Changing the Driver's Status for 'Personal Use' or 'Yard Moves'.

## Modify Log Event via Legacy Mode

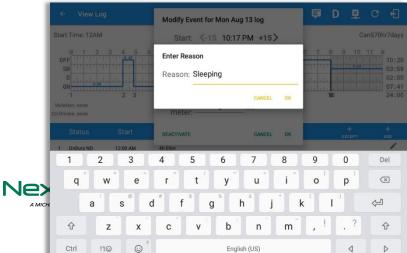




Tap the *Edit* button adjacent to any of the existing log events and make any required changes.



# Select a reason from the *Reason* drop-down list.

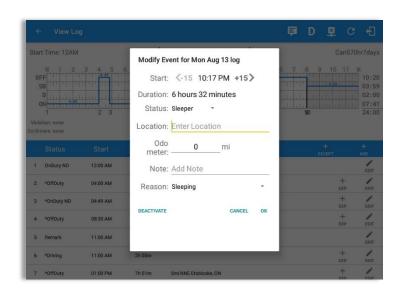


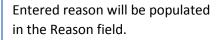
Selecting **Other** option from the Reason dropdown list will prompt the Enter Reason field.

Enter a *Reason*.

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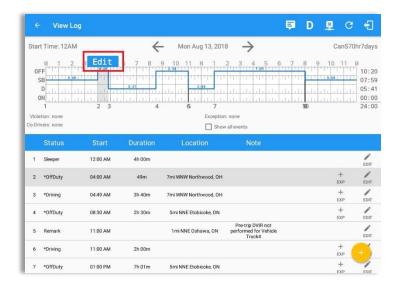
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Tap **OK** button to save changes.

## Modify Log Event via Grid View Mode





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To modify log event via Grid View Editing mode:

- Tap *Edit* button on any existing log events;
- Tap *Edit* button shown on the grid chart;
- Tap *Insert Past Status* button to insert a past status event.

Note: **Use GridView Editing** can be enabled in Settings->HOS Preferences.

	rt Time; 12AM		$\leftarrow$	Tue Apr 24, 201		
	M 1 2 FF D D N stion: none Wers: none	3 4 5	In In	10 11 N 1		7 8 9 10 11 M 07:
1	*OffDuty	12:00 AM	7h 49m	9mi W Normal, IL	note	
4	*Driving	07:49 AM	04m	57mi WNW Pierre, SD		Add Remark
5	OnDuty ND	07:53 AM	30m	57mi WNW Pierre, SD		
6	Power On	08:10 AM		57mi WNW Pierre, SD	Automatic Transition	Insert Past Status
7	ELD Login	08:10 AM		57ml WNW Pierre, SD	ELD Connection	Change Current Status
8	ELD Logout	08:10 AM		57mi WNW Pietre, SD	ELD Disconnection	
9	ELD Login	08:24 AM		57mi WNW Pierre, SD	ELD Connection	

← View Log				<b>P</b>	D	¥	С	Ð
Start Time: 12AM	$\leftarrow$	Mon Aug 13, 20	018 <b>→</b>			Ca	nS70h	r7days
M 1 2 04:00 04: OFF 0FF 04:00000000	49 7 8 9 1 	2:00	2 3 4 5	ata da at		10	11.	10:20 07:59 05:41 00:00 24:00
Begin 04:00 AM C	)	End 04:49	AM O		Dur: 00	):49 🕑		
OFFDUTY	SLEEPER		DRIVING		0	NDUTY N	D	
Location: 7mi W	NW Northwood, OH							
Odometer:	62390.6	mi						
Notes: Notes								
Reason: Select	Reason For Edit	•						
DEACTIVATE		CANCEL			SAVE			

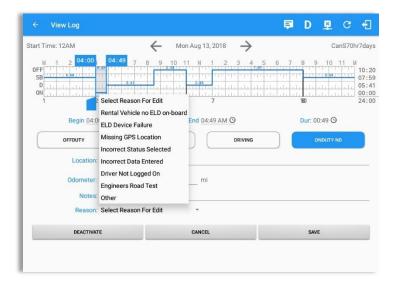


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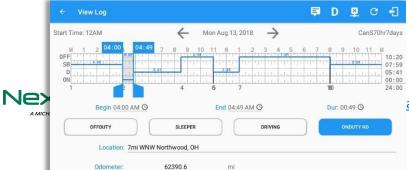
A grid view editing form will be displayed.

Make any required changes using the grid view editing form:

- Drag the sliders on the grid to set the *Begin Time* and *End Time* or;
- Tap on the time picker filed and manually set time.
- Select duty status.
- Select a reason for the edit from the drop-down list.
- Fill other required fields.
- Then tap the *Save* button to save the changes.







Selecting *Other* from Reason dropdown list will prompt the Enter Reason field.

Enter *Reason*.

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Entered reason will be populated in the Reason field.

Tap *Save* button to save changes.

#### Notes:

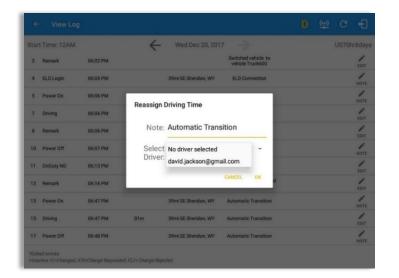
- Upon editing a past event, the **Reason** field is a required field (for ELD mode only) and must contain at least 4 characters when filled out. Selecting a reason is optional when editing in AOBRD mode.
- Also, Odometer is a required field when editing a past Driving event.
- Personal Use and Yard Moves options are not displayed when editing an event (both via Legacy Editing and Grid View Editing mode).
- The driver is allowed edit an event in the app if 'Allow ability to edit logs' option in Drivers Management page is enabled. If disabled, driver is prohibited to edit event in the app except for changing the notes and adding remarks.
- All log events that have been manually created or amended, will be displayed with an asterisk against it in the log events list depicting that it has been edited. Also scroll down to see check boxes for Personal Use, Yard Moves and Off Road.

4	- View Log							C	Ð
Sta	rt Time: 12AM		Modify Ev	ent for Tue Aug 14 log				US70	nr8days
Vio	Attion: none rivers: none	3 4 5 6	Duration: Status:	62303 mi		8 9			00:41 00:00 00:00 <u>01:10</u> 01:51
				Automatic Transition			+ XCEPT		+ A00
1	OnDuty ND	12:00 AM	Reason:	Select Reason For Edit	-				EDIT
2	Remark	12:06 AM							EDIT
3	Remark	12:14 AM	DEACTIVATE	CANCEL	ок				EDIT
4	Personal Use	01:01 AM							EDIT
5	OffDuty	01.01 AM							EDIT
6	ClearPU	01:42 AM		5mi NNE Etobicoke, ON					EDIT
									4

Regardless if the vehicle currently used is in AOBRD or ELD mode, driver can be able to edit the *Auto OnDuty ND event* the same with editing a manually created events.



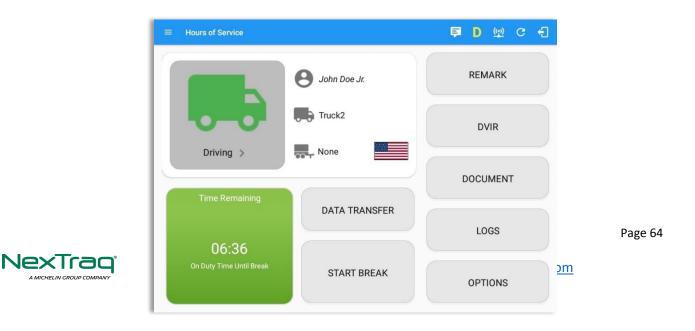
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For **Auto Driving event**, driver can be able to edit a note or reassign the event to a co-driver. (See Section 10.1 Logon Co-Driver-> Reassign Driving Time)

## Pending Edit Requests

The Motor Carrier can request edits to the driver's logs. In the application allows the driver to review the requested edits which requires the driver to take necessary action whether the driver wants to "**accept**" or "**reject**" the requested edits. Pending Edit Request(s) dialog includes displaying of requested edits for a day that is beyond the 8 days log for USA cycle (14 days log for Canada cycle).



Tap the icon beside the refresh button to display the pending edit request dialog.

	W Logs	Se	0 5 elected Reart							
1					ending Edit Rec each event to v				S Recap	c
1			Event	Start	Date	From	Ac	tion	1 Recep	c
1			Driving	04:00 PM	Nov 20, 2018	Personnel	ACCEPT	(X) TOBLER	(D) Recep	
1		2	Sleeper	06:45 PM	Nov 20, 2018	Personnel	ACCEPT	REJECT	(D) Recap	
		3	Driving	12:39 AM	Nov 28, 2018	Unidentified	ACCEPT	(X) REJECT	D Recep	
		4	Driving	12:40 AM	Nov 28, 2018	Unidentified	ACCEPT	Г REJECT	S Recap	
								CANCEL	S Recap	

## The Pending

Request

dialog also appears upon certifying a log only if a driver has pending requests. Driver must accept or reject the pending request(s) first before certifying the days' log.

NN Lo		0 0							
	M			ending Edit Ree each event to v				(1) Recap	Cert
	s	Event	Start	Date	From	Ac	tion	3	Ľ
	s 1	OnDuty ND	04:15 AM	Nov 21, 2018	Personnel	ACCEPT	REJECT	Recep	Cert
	FI 2	OffDuty	08:30 AM	Nov 21, 2018	Personnel	ACCEPT	REJECT	Recop	Cert
	V 3	OnDuty ND	07:15 AM	Dec 03, 2018	Personnel	ACCEPT	REJECT	Recap	Cert
	4	Driving	02:39 PM	Nov 28, 2018	Unidentified	ACCEPT	REJECT	Recap	Cert
	5	Driving	02:40 PM	Nov 28, 2018	Unidentified	ACCEPT	REJECT	S Recap	
	Th Vi						CANCEL	Recap	
		ay Nov 20 m: none						() Recap	Cen

A toast message will be displayed at the bottom of app stating, "Must Accept or Reject Pending Requests".

*Note*: The events from the 'Unidentified' driver does not require acceptance.

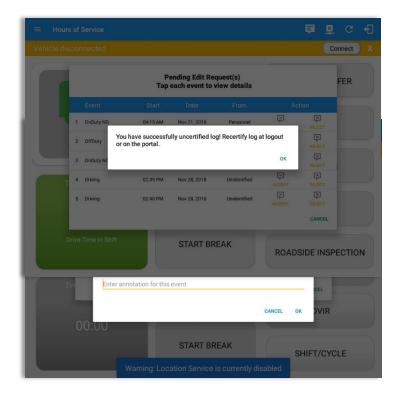


The Reject and Accept Event dialog shows the comparison of the Original status vs the changes (requested edits). Also, accepting the edits requested requires the driver to fill in the annotation field (**Required**) to successfully save the changes.

		₽ I	VI 및 C €]	
			Connect X	
Rej	ect Event		INSPECTION	
Per	ou really want to reject this event? Event: OnDuty ND			If the driver rejects th
	Start: Jan 13, 2017 07:16 AM		IS	edit suggestions then th
	Origin: Personnel Note: from portal			original record remains.
1 0	Reason: Driver Not Logged On			0.18.101.0001.01.01.01
2 0	Odo: 0 mi			
Tin Ent	er annotation for this event			
	CA	NCEL OK	VIR	
00:00	START BREAK	SHIFT	CYCLE	

Accepting the requested edits of the day that is beyond the last 8 days log for USA cycle (14 days log for Canada cycle) will display a warning dialog informing that driver needs recertify the log at logout on the app or driver can log into the drivers' portal to certify the log for that day.

the changes will be reflected in the events history list.





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#### <u>Auto Events</u>

The ELD automatically records the driving time when the vehicle is in motion by setting duty status to driving for the driver unless, before the vehicle is in motion, the driver has set the duty status to off-duty and indicates personal use of CMV, in which case duty status must remain off-duty until driver's indication of the driving condition ends.

100						₽ C	Ð
Start	Time: 12AM		$\leftarrow$	Fri May 11, 2018	$\rightarrow$	US70	hr8day
OF S O	B 111 111 11 D 111 111 11	3 4 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		10 11 N 1 	2 3 4 5 6	7         8         9         10         11         1	M 10:4 00:0 02:4 00:0 13:2
	ion: none		2	Exception	i: none		13.2
Co-Driv	ers: John Doe Jr.			Show	v all events	- 90 -	
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		EDIT
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDIT
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOTE
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOTE
6	Driving	10:45 AM	2h 41m	4mi NNW Red Oak, IA	Automatic Transition		1
*Edite	ed entries						EDIT
+Inac	3 Remark	ICR=Channe Renues	ted IC I= Channe Rei	iartad 16mi S Chittenango,	Switched vehicle to veh NY cle TruckE, trailer to trail	l- er	
Ŀ	4 FLD Leein	10:55 AM		16mi C Chittananaa	Trailer600, Trailer700		E
=	Hours	of Service				(m) C	Ð
I							
	Di	riving -		TruckE Stationary	202	OPTIONS	
		riving •		Stationary Int to go on-duty not drivi	ng? NO YES	OPTIONS	
2				Stationary			
			Do you wa	Stationary Int to go on-duty not drivi	ND YES	LOGS	
	Tir On Dut	ne Remaining 07:54 by Time Until Brea	Do you wa	Stationary Init to go on-duty not drivi RECAP	NO YES	LOGS SHIFT / CYCLE	
×	Tir On Dut		Do you wa	Stationary Init to go on-duty not drivi RECAP START BREA	NO YES	LOGS SHIFT / CYCLE DVIR	

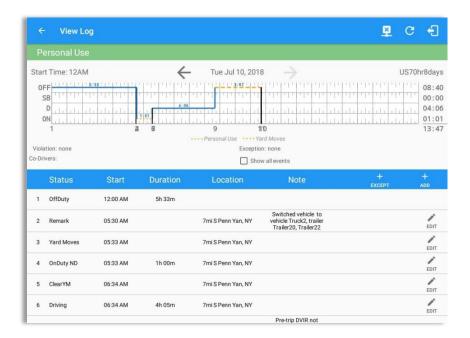
Events such as Power On, Power Off, Driving and OnDuty are automatically created when connecting to a device. Auto events created were recorded

If vehicle remains stationary for five minutes, a dialog will display asking if you would like to change Auto **OnDuty ND** event created is recorded and displayed on the Events history list indicated with a note "**Automatic Transition**".

To view all the auto created events (primary or secondary events) when connecting to a device, tap on the '**Show all events**' checkbox to enable.

To hide all the secondary events, tap back on the checkbox to disable.

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**Note**: The graph-grid overlay periods of driver's indications of authorized personal use of CMV and yard moves using a different style line (such as the dashed or dotted line in amber color).

- A Remark will be recorded with a note "Authenticate" to the events history list if Driver will login to app.
- A Remark will be recoded with a note "Unauthenticate" if driver will logout from app.
- ELD Login will be recorded with a note "ELD Connection" to events' history list when app successfully connected to VBUS Device.



• ELD Logout will be recorded with a note "ELD Disconnection" to events' history list when driver manually disconnect to VBUS Device by tapping the connect/disconnect icon located at the App header.

#### **Crossing Boundaries**

The border crossing calculation uses the VBUS GPS coordinates if they are available, and the android coordinates if they are not. The following instances happens when the driver crossed boundaries between Canada and US (vice versa):

a. If the GPS coordinates are changed to a different state or province, a remark event will be recorded in the driver log.

/iola	t Time: 12AM , tlon: none vers: John Doe Jr.		_ <del>_</del>	Fri May 11, 201 – Exceptic			US70hr8day
	Status	Start	Duration	Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	10h 44m				
2	Remark	07:58 AM			Authenticate		EDIT
3	OnDuty ND	10:44 AM	00m	4mi NNW Red Oak, IA			EDIT
4	ELD Login	10:45 AM		4mi NNW Red Oak, IA	ELD Connection		NOTE
5	Power On	10:45 AM		4mi NNW Red Oak, IA	Automatic Transition		NOTE
6	Driving	10:45 AM	05m	4mi NNW Red Oak, IA	Automatic Transition		EDIT
7	Pow Diag	10:45 AM		4mi NNW Red Oak, IA			NOTE
8	Remark	10:45 AM		9mi NNE Lincoln, NE	Crossed into Nebraska, USA from Iowa, USA		EDIT
9	ELD Logout	10:45 AM		9mi NNE Lincoln, NE	ELD Disconnection		NOTE



- b. If the current location is in Canada, the driving rules will automatically switched to Canadian rules. Similarly, if the location is in the US, the driving rules automatically switched to US rules.
- c. If there is a co-driver logged in, both the remark and the rules changes will be occurring to be applied for him/her as well.



#### 5.3 Malfunction and Data Diagnostic Events

At each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header and in the Android notification toolbar with the letters M and D, respectively.

= Hours of Service 📮 D M 💆 :

**Note**: The ELD Data Diagnostic indicator provides notification of active data diagnostics events applicable to the active driver. The Data Diagnostics "D" icon will flash in amber color if there are new active Data Diagnostics events that is not yet reviewed by the driver and will only turn back to white once the Data Diagnostic dialog is closed after being reviewed by the driver. There will also be a notification in the Android toolbar indicating a malfunction or a data diagnostic event.

Order	D	T	Description	Andrew				
Code	Date		Description	Action				
3	Wed Aug 01,	, 2018 06:52:51 PM	Missing: EngineHours	CLEAR				
3	Wed Aug 01,	, 2018 06:52:51 PM	Missing: Location, EngineHours	Q.				
5	Wed Aug 01,	, 2018 06:52:13 PM	Unidentified Driver Diagnostic	Malfunction Code	ns Date	Time	Description	Action
CLEAR ALL			Diagnostic	т	Thu Jul 26, 2018	01:42:36 PM	Timing Malfunction	Ø
				т	Thu Jul 19, 2018	12:46:06 PM	Timing Malfunction	CLEAR
				-	20 200			CLEAR
	Malfu	nction Ev	onts	Т	Thu Jul 19, 2018	12:41:23 PM	Timing Malfunction	CLEAR
	Ivialiu		ents					CANC
	1_							
oquiro	Eve							
				D M 💬	C +]			
rt Time: 12AM		1						
		🔶 Thu Aug O	2, 2018 🔶		Alberta			
Remark	10:57 AM	•	Crossed into Ontario, alls, NY Canada from New York,		1		nction and Dat	
		5mi SSW Niagara F	Crossed into Ontario, alis, NY Canada from New York, USA Changed to Canada		EDIT	Diagnostic	events note c	an also
Remark	10:57 AM	5mi SSW Niagara F 5mi SSW Niagara F	alls, NY Crossed into Ontario, Canada from New York, USA alls, NY Changed to Canada rulesed Crossed into Ontario,		1	Diagnostic		an also
Remark Remark	10:57 AM 10:57 AM	5mi SSW Niegara F 5mi SSW Niegara F 8km SSW Niegara F	alls, NY Crossed into Ontario, Canada from New York, USA alls, NY Changed to Canada ruleset		EDIT EDIT EDIT	Diagnostic	events note c	an also
Remark Remark Remark	10:57 AM 10:57 AM 10:57 AM	Smi SSW Niegara F Smi SSW Niegara F 8km SSW Niegara F Edit Miss Diag Note	alls, NY Canada from New York, USA alls, NY Changed to Canada ruleset Crossed into Ontario, ralls, NY Canada from New York		EDIT EDIT EDIT	Diagnostic be edited	events note c	an also screer
Remark Remark	10:57 AM 10:57 AM	5mi SSW Niegara F 5mi SSW Niegara F 8km SSW Niegara F	alls, NY Canada from New York, USA alls, NY Changed to Canada ruleset Crossed into Ontario, cals, NY Canada from New York, cals, NY Canada from New York,			Diagnostic be edited Tap the <b>Cl</b>	events note c on the edit log	an also screer clear th
Remark Remark Remark	10:57 AM 10:57 AM 10:57 AM	5mi SSW Negara F 5mi SSW Negara F Bkm SSW Negara F Edit Miss Diag Note Noto: Missing: Lo	alls, NY Canada from New York, USA alls, NY Changed to Canada ruleset Crossed into Ontario, rales, NY Canada from New York, frails, NY Canada from New York, from Yor		nua nua nua nua tua	Diagnostic be edited Tap the <b>Cl</b>	events note c on the edit log ear button to on or data diag	an also screer clear th
Remark Remark Remark OnDuty ND	10:57 AM 10:57 AM 10:57 AM 01:29 PM	5mi SSW Negara F 5mi SSW Negara F Bkm SSW Negara F Edit Miss Diag Note Noto: Missing: Lo	alls, NY Canada from New York, USA alls, NY Changed to Canada ruleset Crossed into Ontario, cals, NY Canada from New York, cals, NY Canada from New York,		EDIT EDIT EDIT EDIT EDIT EDIT EDIT	Diagnostic be edited Tap the <b>Cl</b> malfunctic	events note c on the edit log ear button to on or data diag	an also screer clear th
Remark Remark Remark OnDuty ND Remark	10:57 AM 10:57 AM 10:57 AM 01:29 PM 02:18 PM	5mi SSW Negara F 5mi SSW Negara F Bkm SSW Negara F Edit Miss Diag Note Noto: Missing: Lo	Alls, NY Crossed into Ontaro, USA USA USA Consider from New York, USA Crossed into Ontaro, rates, NY Changed to Conside Ucesed into Ontaro, rates, NY Canada from New York, Consed into Ontaro, rates, NY Canada from New York, Consel into Ontaro, Cancel ot Consel Consel into Ontaro, Cancel ot Consel Consel into Ontaro, Cancel ot Consel Missing: Location,		EDIT EDIT EDIT EDIT EDIT EDIT EDIT EDIT	Diagnostic be edited Tap the <b>Cl</b> malfunctic event dete	events note c on the edit log ear button to on or data diag	an also screer clear th nostic
Remark Remark Remark OnDuty ND Remark Power On	10.57 AM 10.57 AM 10.57 AM 0129 PM 02:18 PM	5mi SSW Negara F 5mi SSW Negara F Bkm SSW Negara F Edit Miss Diag Note Noto: Missing: Lo	alls, NY Canada from New York, USA alls, NY Changed to Canada ruleset Crossed into Ontario, alls, NY Canada from New York Canada from New York recation, rs		EDIT EDIT EDIT EDIT EDIT EDIT EDIT EDIT	Diagnostic be edited Tap the <b>Ch</b> malfunctic event dete To clear al	events note c on the edit log ear button to o on or data diag ected. I Data Diagnos	an also screer clear th nostic
Remark Remark Remark Remark OnDuty ND Remark Power On Miss Diag	10.57 AM 10.57 AM 10.57 AM 01.29 PM 02.18 PM 02.18 PM 02.18 PM	Smi SSW Niegara F Smi SSW Niegara F Blem SSW Niegara F Edit Miss Diag Note Note: Missing: Lo EngineHou	als, NY Crossed into Ontario, LuSA USA USA als, NY Changed to Canada ruleaet Crossed into Ontario, rais, NY Canada from New York, Canada from New York, Ca		EDIT EDIT EDIT EDIT EDIT EDIT EDIT EDIT	Diagnostic be edited Tap the <b>Ch</b> malfunctic event dete To clear al	events note c on the edit log ear button to o on or data diag ected.	an also screer clear th nostic
Remark Remark Remark Remark OnDuty ND Remark Power On Miss Diag Driving	10.57 AM 10.57 AM 10.57 AM 01.29 PM 02.18 PM 02.18 PM 02.18 PM 02.18 PM	Smi SSW Niegara F Smi SSW Niegara F Blem SSW Niegara F Edit Miss Diag Note Note: Missing: Lo EngineHou	alis, NY Crossed into Ontario, USA USA ION New York, alis, NY Changet to Canada ruleset USA Crossed into Ontario, alis, NY Canada from New York, Crossed into Ontario, alis, NY Crossed into Ontario, Canada from New York, Canada from New York,		EDIT EDIT EDIT EDIT EDIT EDIT EDIT EDIT	Diagnostic be edited Tap the <b>Ch</b> malfunctic event dete To clear al	events note c on the edit log ear button to o on or data diag ected. I Data Diagnos	an also screer clear th nostic



4.6.1.1	P / Po wer MF	Power Malfuncti on	An ELD must set a power compliance malfunctio n if the power data diagnostics event described in paragraph 4.6.1.1(a) of this appendix indicates an aggregated in-motion driving time understate ment of 30 minutes or more on the ELD over a 24- hour period across all driver profiles, including the unidentifie d driver profile.
4.6.1.2	Ε/	Engine	An ELD



			1
	Syn	Synchroni	must set an
	С	zation	engine
	MF	Malfuncti	synchroniz
		on	ation
			compliance
			malfunctio
			n if
			connectivit
			y to any of
			the
			required
			data
			sources
			specified in
			section
			4.3.1 of
			this 87
			appendix is
			lost for
			more than
			30 minutes
			during a
			24-hour
			period
			aggregated
			across all
			driver
			profiles,
			including
			the
			unidentifie
			d driver
			profile.
	т/		The ELD
	T/ Timi	Timing	must
4.6.1.3	Timi	Malfuncti	periodically
ng	on	cross-check	
	MF		its



			compliance
			with the
			requireme
			nt specified
			in section
			4.3.1.5 of
			this
			appendix
			with
			respect to
			an accurate
			external
			UTC source
			and must
			record a
			timing
			compliance
			malfunctio
			n when it
			can no
			longer
			meet the
			underlying
			compliance
			requireme
			nt.
			ELD
			records
			requiring
			location
	. ,	<b>.</b>	informatio
	L/ Pos	Position	n must use
4.6.1.4		Malfuncti	the last
N	MF	IF on	valid
			position
		measurem	
			ent and
			include the
			include the



r	I
	latitude/lo
	ngitude
	coordinate
	s and
	distance
	traveled, in
	miles, since
	the last
	valid
	position
	measurem
	ent.
	An ELD
	must
	monitor
	elapsed
	time during
	periods
	when the
	ELD fails to
	acquire a
	valid
	position
	measurem
	ent within
	5 miles of
	the CMV's
	movement.
	When such
	elapsed
	time
	exceeds a
	cumulative
	60 minutes
	over a 24-
	hour
	period, the
	period, the



4.6.1.5	R / DR MF	Data Recording Malfuncti on	ELD must set and record a positioning compliance malfunctio n. An ELD must monitor its storage capacity and must detect a data recording compliance malfunctio n if it can no longer record or retain required events or retrieve recorded logs that are not otherwise catalogued remotely by the motor carrier.
4.0.1.7	5/	υαια	(a) AII ELD



Tra	Transfer	must
ns	Malfuncti	implement
MF	on	in-service
		monitoring
		functions
		to verify
		that the
		data
		transfer
		mechanism
		(s)
		described
		in section
		4.9.1 of
		this
		appendix
		are
		continuing
		to function
		properly.
		An ELD
		must verify
		this
		functionalit
		y at least
		once every
		7 days.
		These
		monitoring
		functions
		may be
		automatic
		or may
		involve
		manual
		steps for a
		driver.
		1



(c) After an
ELD
records a
data
transfer
data
diagnostic
event, the
ELD must
increase
the
frequency
of the
monitoring
function to
check at
least once
every 24-
hour
period. If
the ELD
stays in the
unconfirme
d data
transfer
mode
following
the next
three 90
consecutiv
е
monitoring
checks, the
ELD must
detect a
data
transfer
compliance



4.6.1.8	O / Oth er MF	Other Malfuncti on	malfunctio n. In addition to the required monitoring schemes described in sections 4.6.1.1– 4.6.1.7 of this appendix, the ELD provider may implement additional, technology -specific malfunctio n and data diagnostic detection schemes and may use the ELD's malfunctio n status indicator and data diagnostic status
			and data diagnostic



Da	ta Dia	agnostic Ev	4.6.3.1) to communica te the ELD's malfunctio n or non- compliant state to the operator(s) of the ELD.
Require ment No.	Eve nt Cod e	Event Name	Descriptio n
4.6.1.1	1 / Pw d Dia g	Power Diagnosti c	An ELD must monitor data it receives from the engine ECM or alternative sources as allowed in sections 4.3.1.1- 4.3.1.4 of this appendix, its onboard sensors, and data record history to



ГГ	
	identify
	instances
	when it
	may not
	have
	complied
	with the
	power
	requireme
	nts
	specified in
	section
	4.3.1.1, in
	which case,
	the ELD
	must
	record a
	power data
	diagnostics
	event for
	the
	correspond
	ing
	driver(s),
	or under
	the
	unidentifie
	d driver
	profile if no
	drivers
	were
	authenticat
	ed at the
	time of
	detection.
2 /	•
4.6.1.2 Syr	
С	zation establish a



Dia	Diagnosti	link to the
	Diagnosti c	engine
g	L	_
		described
		in section
		4.2 must
		monitor its
		connectivit
		y to the
		engine
		ECM and
		its ability
		to retrieve
		the vehicle
		parameters
		described
		under
		section
		4.3.1 of
		this
		appendix
		and must
		record an
		engine-
		synchroniz
		ation data
		diagnostics
		event
		when it no
		longer can
		acquire
		updated
		values for
		the ELD
		parameters
		required
		for records
		within 5





· · · · · · · · · · · · · · · · · · ·	
	manually
	by the
	driver, in
	which case
	it must log
	the
	character "M"
	instead.
	Under the
	circumstan
	ces listed in
	this
	paragraph,
	if the ELD
	event is
	due to a
	change in
	duty status
	for the
	driver, the
	ELD must
	prompt the
	driver to
	enter
	location
	manually in
	accordance
	with
	section
	4.3.2.7 of
	this
	appendix.
	If the
	driver does
	not enter
	the
	location



			informatio n and the vehicle is in motion, the ELD must record a missing required data element data diagnostic event for
4.6.1.7	4 / Tra ns Dia g	Data Transfer Diagnosti C	the driver. (b) If the monitoring mechanism fails to confirm proper in- service operation of the data transfer mechanism (s), an ELD must record a data transfer data diagnostic event and enter an unconfirme d data transfer



4.6.1.6 5 / Uni g	Unidentifi ed Driver Diagnosti C	mode.         (b) If more         than 30         minutes of         driving in a         24-hour         period         show         unidentifie         d driver on         the ELD,         the ELD,         the ELD,         the ELD,         the ELD,         detect and         record an         unidentifie         d driving         records         data         diagnostic         event and         the data         diagnostic         indicator         must be         turned on         for all         drivers         logged in         to that ELD         for the         current 24-         hour         period and         the
-------------------------	---	---



			(c) An
			unidentifie
			d driving
			records
			data
			diagnostic
			event can
			be cleared
			by the ELD
			when
			driving
			time
			logged
			under the
			unidentifie
			d driver
			profile for
			the current
			24-hour
			period and
			the
			previous 7
			consecutiv
			e days
			drops to 15
			minutes or
			less.
			In addition
			to the
			required
	6/		monitoring
	Oth	Other	schemes
4.6.1.8	er	Diagnosti	described
	Dia	C	in sections
	g		4.6.1.1-
			4.6.1.7 of
			this
			appendix,



the ELD
provider
may
implement
additional,
technology
-specific
malfunctio
n and data
diagnostic
detection
schemes
and may
use the
ELD's
malfunctio
n status
indicator
and data
diagnostic
status
indicator
(described
in sections
4.6.2.1 and
4.6.3.1) to
communica
te the
ELD's
malfunctio
n or non-
compliant
state to the
operator(s)
of the ELD.

# Actions for Malfunction & Data Diagnostic Events



800-358-6178 | ELDsupport@nextraq.com | www.nextraq.com

### **Carrier responsibilities regarding malfunctions:**

- Provide drivers with an instruction sheet describing the various ELD malfunction events and recordkeeping procedures (395.22)
- Provide drivers with a supply of 8 days' worth of blank paper driver records (395.22)
- Repair, replacement, or service
  - Motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first (395.34)

### **Record keeping responsibilities by the driver:**

- Malfunction events
  - Note the ELD malfunction and provide carrier with written notice within 24hrs (395.34)
  - Reconstruct driving events for the current 24hr period and previous 7 consecutive days using paper logs (unless they can be retrieved from the ELD) (395.34)
  - Continue to manually prepare driving logs until ELD is serviced and brought back into compliance (395.34)
  - During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs (395.34)
- Data diagnostic events
  - Driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency (395.34)

### **Clearing of malfunction and data diagnostic events:**

- ELD needs to capture when a malfunction or data diagnostic event has been cleared by the driver (4.5.1.7)
- Unidentified driving records data diagnostic



• Events that drop to 15 minutes or less during the current 24hr period and previous 7 days can be cleared automatically and there is no requirement to record the automatic clear (4.6.1.6)

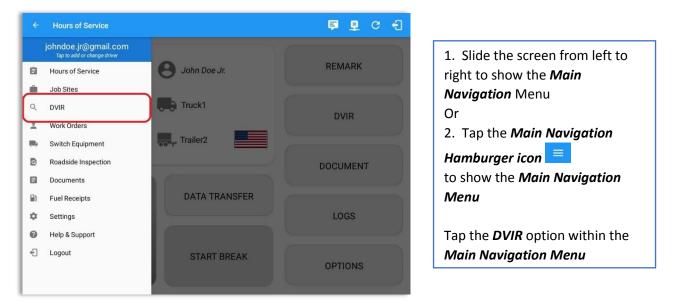


#### 5.4 DVIR

The **DVIR** feature provides a way for you to create online vehicle DVIR reports while in the field. This helps to ensure that your vehicle confirms to the FMCSA's safety regulations.

There are a number of ways to access this feature:

5.4.1 DVIR Feature – Main Navigation Menu



#### 5.4.2 DVIR Feature – Hours of Service Main Screen



From the *Hours of Service Main Screen*, tap the *DVIR* button to display the *DVIR* screen.







				Ę	D 🛛 C 🕣			/iew Log					<u>B</u>	C ·
art Time: 12AM		÷	- Thu May 10, 2018	$\rightarrow$	US70hr8days	s	Start Time	e: 12AM		÷	- Tue May 15, 201	$\rightarrow$	ì	US70hr8i
M 1 2 OFF SB D ON 1	3 4 5		9 10 11 N 1 2		8         9         10         11         M           20:28         00:00         00:00         00:00           00:00         00:00         00:00         00:00           20:30         20:30         00:00         00:00		OFF SB D		4 5		9 10 11 N 1 			
lation: none			Exception:				Violation: n	one			Exception	none		
Irivers: none			Show	allevents		Co	o-Drivers: n	one			Show	allevents		
Status	Start	Duration	Location	Note	+ + EXCEPT ADD		Sta	tus S	itart	Duration	Location	Note	+ EXCEPT	+
OffDuty	12:00 AM	20h 28m					1 OffD	uty 12	MA 00:	13h 59m				
Remark	08:27 PM		17mi SSW Collingwood, ON	Authenticate	EDIT		2 Rema	ırk 01	57 PM		13mi NW Grand Island, NE	Authenticate		
Remark	08:27 PM		17mi SSW Collingwood, ON	Switched vehicle to vehicle Truck1	EDIT		3 Rema	ark 01	58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		
ELD Login	08:27 PM		17mi SSW Collingwood, ON	ELD Connection	NOTE		4 OnDu	ity ND 01	59 PM	00m	13mi NW Grand Island, NE			
Power On	08:27 PM		17mi SSW Collingwood, ON	Automatic Transition	NOTE		5 Drivir	ig 01	59 PM	03m	13mi NW Grand Island, NE			
Power on		02m	17mi PRW Collingwood ON	Automatic Transition	/		6 Rema	urk 01	59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle		
Driving	08:28 PM	02m	Trini Saw Collingwood, ON	Pre-trip DVIR not	EDIT							Truck2		

- When driver manually/automatically change to Driving event without completing the Pre-trip DVIR, it will create a 'Remark' event with a note 'Pre-trip DVIR not performed for Vehicle [vehicle name] or Trailer [trailer name]'.
- The Remark event will only be created once per shift.
- The Remark event will be created after it detects or when a first Driving event on the shift cycle is created.
- Also, an **alert** is sent only once for each vehicle or trailer that begins to drive without having done a Pre-Trip DVIR.



### 5.4.3 Selecting Your DVIR Type

Date: 10/25/2017 09:20:49 AM GMT+08:00

SWITCH EQUIPMENT

Tractor

Trailer Trailer

Trailer Trailer

Trailer Trailer

Trailer

Driver

.

INSPECT

INSPECT

INSPECT

INSPECT

INSPECT

Pre-trip

Vehicle: AAN 2564

Trailer: AUB2137

Trailer: SER987

Trailer: Vehicle27

Trailer: AAN890

	Connect	1
	Connect	1
DVIR Details	Current DVIR	
Date: 10/23/2017 06:35:10 PM CDT	No DVIR	
Type: Inspector:	DVIR HISTORY	
Pre-trip Driver	DVIR HISTORY	
Post-trip		
I EQUIPMENT		
Ad-hoc		
Vehicle: Form:		
Going merry Select form INSPECT		
Selection		
A		

No DVIR

Choose the appropriate **DVIR Type** from the following options.

Choose the appropriate Inspector from the following options.

You can select a **DVIR Form** from the 6 default DVIR forms or you can also select a **Customized DVIR Forms for Asset(s)** also from the list.

Select DV	IR	
	DVIR Details	
Date: 10/ Type:	25/2017 09:20:49 AM G Inspector:	MT+08:00
Pre-trip	Driver	
	Vehicle/Trailer	
Vehicle: AAN 2564	Form: Tractor	INSPECT
Trailer: AUB2137	Form: Trailer Trailer	INSPECT
Trailer: SER987	Form: Trailer Trailer	INSPECT
Trailer: Vehicle27	Form: Trailer	INSPECT
Trailer: AAN890	Form: Trailer Trailer	INSPECT

a)	Pre: A DVIR conducted
	before driving the CMV.

- b) **Post:** A DVIR conducted after driving a CMV.
- c) Ad Hoc: Any DVIR conducted in any other period that the ones specified in points a & b.



#### 5.4.4 Starting Your DVIR

Tap the *Inspect* button in each equipment to start the DVIR, you will be directed to the *DVIR screen*.

**Note:** However, a dialog as shown below will display that will ask confirmation to switch you to On Duty status to do DVIR if current duty status is in Off Duty or will take you out to Personal Use if current status is Off Duty under Personal Use.

Inspect You need to be on-duty to do DVIR. Would like to switch your status to on-duty?	Inspect You're currently in Personal Use. Performing a DVIR will switch you to on-duty and will take you out of Personal Use. Would you like to proceed?
NO YES	NO YES
If current duty status is Off Duty	If current duty status is Off Duty under Personal Use

### 5.4.5 Completing the First DVIR Area

← Inspect	Areas			×	c +	Ð						
Vehicle disco	nnected			Conne	ct	x						
Truck	c 	NA Parking Brake	0	曰								
one (13/13)	Pass All	NA Steering Mechanism	Ō									
Finish		NA Coupling Devices	O		_							-
		NA Service Brakes (Including Trailer Connections)	٥		<ul><li>←</li><li>Start</li></ul>	View Lo Time: 12AM	9	÷	— Tue May 15, 201	s →	포	C •
		NA Hazmat Placarding / Shipping Papers	۵		OFI		3 4 5	6 7 8	9 10 11 N 1	2 3 4 5 6	7 8 9 10	11 M 13
		NA Lighting Devices and Reflectors	0	Ę						المعلم والمحلية والم المعلم والمحلية والم		00
		NA Tires	0			1 ion: none ers: none			Exception			14
		NA Horns	Ō	Ę		Status	Start	Duration	Location	all events Note	+ EXCEPT	+
		NA Windshield, Wipers, Washers	0		1	OffDuty	12:00 AM	13h 59m			EXCEPT	ADL
		~	-	-	2	Remark	01:57 PM		13mi NW Grand Island, NE	Authenticate		4 E
					3	Remark	01:58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		1
					4	OnDuty ND	01:59 PM	00m	13mi NW Grand Island, NE			é
					5	Driving	01:59 PM	03m	13mi NW Grand Island, NE			a E
					6	Remark	01:59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle Truck2		
					7	Remark	02:02 PM		13mi NW Grand Island, NE	Completion of Pre-trip DVIR for Truck2		;

The first *DVIR Area* is selected by default. You can also tap its corresponding tab to display the DVIR items under this area.

You can select the status of each DVIR Item by tapping their respective tri-state check boxes as listed below.



0

Tap the unselected check box once or select the green from Thumbs Up icon to specify that the item has passed.

Tap the unselected check box twice or select the red 💽 Thumbs Down icon to specify that the item has failed.

Tap the unselected check box three times or select the NA [NA] icon it the item is not applicable for the current DVIR.

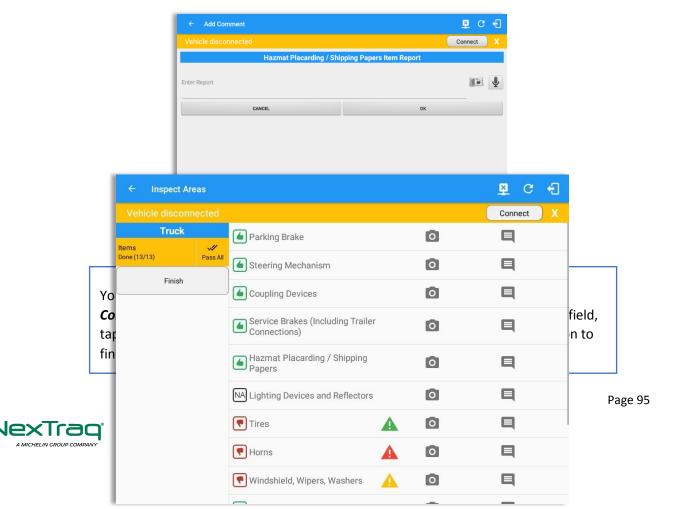
When failing a DVIR, an option for selecting a severity level will appear with its corresponding color: High – Red  $\triangle$ , Medium – Yellow  $\triangle$ , Low – Green  $\triangle$ .

Tap the *Check All* button to automatically select all the DVIR items.

#### 5.4.6 Capturing an Image of a DVIR Item

If you wish to capture an image of a DVIR item, you can tap the *Camera Button*. The Camera app will then appear, proceed to take a picture of the DVIR item. After tapping the *Capture Image Button*, select the Save button to save the image and add it to your item report. You can also discard the captured image by selecting the *Cancel* button.

#### 5.4.7 Add a Comment or Remark to a DVIR Item



If you add an image and a comment or remark to the DVIR item, the *camera* button will have a numbered icon over it depicting the number of images that have been attached; also, any comments or remarks that have been added will be displayed and will replace the *Comments* button.

**Note:** You can also tap the Voice Dictation button (speech to text) to use voice dictation instead of typing your comments or remarks.

#### 5.4.8 Finishing / Certifying Your DVIR

← Inspect	Areas	₽ C <del>(</del> ]
Vehicle disco	onnected	Connect
Truc	k	Summary
ltems Done (13/13)	Pass All	Start Time: 05/15/2018 02:07:28 PM Elapsed Time: 01:28 Items Inspected: 13/13
Finis	h	Inspection Result
		General Comments
		Defects Corrected     Condition Satisfactory     Condition Unsatisfactory
		Signature
		John Doe Jr.
		CHANGE SIGNATURE FINISH DVIR

To finish / certify your DVIR, select the *Finish* tab, this will display the information detailed on the next page.

#### <u>Summary</u>



### Summary

Start Time: 09/28/2017 09:52:20 AM Elapsed Time: 02:08 Items Inspected: 2/14

- *Start Time* the date and time the DVIR was started.
- *Elapsed Time* the duration of the current DVIR.
- *Items Inspected* this is a counter for the number of items already inspected.

#### **Remaining Items**

**12 Remaining Items** 

Trailer - Brakes

This will only be displayed if you have not yet updated all of the DVIR items, this will show the item(s) that are still to be inspected.

#### **Inspection Result**

Inspection Result
General Comments
○ Defects Corrected
○ No Defect Found
O Condition Satisfactory
O Condition Unsatisfactory

*General Comments* – this is where you can enter your general DVIR report comments.

One of the following options must be selected before the DVIR can be finished / certified.

• Defects Corrected



- No Defect Found (*Note:* 'No Defect Found' option is only available for Canadian cycle drivers.) •
- Condition Satisfactory •
- Condition Unsatisfactory

#### Signature



Drivers can change their signature by tapping the *Change Signature* button.

Mechanics and other inspectors can create their signatures by tapping the Change Signature button.

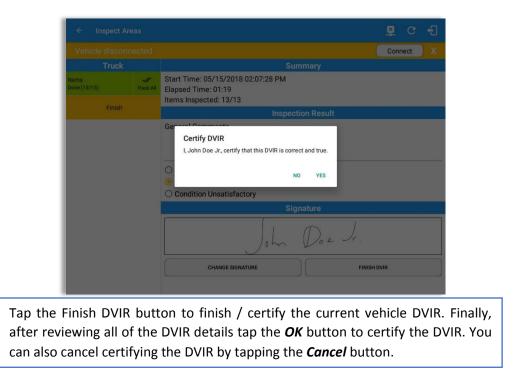
Selecting the *Change Signature* button will open the *Create Your Signature Here* screen:



*Clear* button to discard the signature.



#### 5.4.9 Submit or Certify the DVIR



After successfully certifying the DVIR, a remark event will be created in the Edit Logs screen stating the completion of Pre/Post/Ad-Hoc DVIRs.

	- View Lo	9				<u>¥</u> C	
Star	rt Time: 12AM		<	- Tue May 15, 2018	$\rightarrow$	US7	0hr8d
	M 1 2 FF D D I I					7         8         9         10         11           11         11         11         11         11         11           11         11         11         11         11         11           11         11         11         11         11         11           11         11         11         11         11         11	M 13 00 00 00 14
Viola	ation: none			Exception	: none		
Co-Dr	ivers: none			Show	allevents		
				Location	Note	+ EXCEPT	+ ADD
1	OffDuty	12:00 AM	13h 59m				
2	Remark	01:57 PM		13mi NW Grand Island, NE	Authenticate		E
3	Remark	01:58 PM		13mi NW Grand Island, NE	Switched vehicle to vehicle Truck2		EC
	OnDuty ND	01:59 PM	00m	13mi NW Grand Island, NE			EL
4	Driving	01:59 PM	03m	13mi NW Grand Island, NE			EL
4	Driving				and the second second second second		
	Remark	01:59 PM		13mi NW Grand Island, NE	Pre-trip DVIR not performed for Vehicle Truck2		E

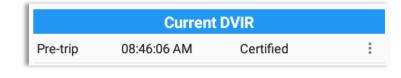
**Note:** A remark 'Pre-trip DVIR not performed for Vehicle [vehicle name] or Trailer [trailer name.]' will display in event history list when driver went Driving without performing Pre-trip DVIR.



### 5.4.10 Deleting a DVIR

• Tap the

Go to the *Current DVIR* section. This is where you can view a list of the DVIRs conducted within the Vehicle DVIR screen:



Email button

to send the completed DVIR to an intended recipient.

- Tap the View button to view the DVIR details (once submitted, this cannot be amended).
- Tap the Remove button to remove the DVIR (once submitted, this cannot be removed).

### 5.4.11 Emailing a DVIR

	₽ C €] 🤞	- Compose	@ <b>&gt;</b> :
Vehicle disconnected	Connect	From	
DVIR Date Send Email Date: 01/25/2018 14:54 Type: tog admin@gmail.com, admin2@gmail.com	rrent DVIR Certified :	To backotfice@gmail.com 🗸	
Pre-trip Dr swartch recurry CANCEL SEND	VIRHESTORY	Co devid jackson@gmail.com DVIR	
Vehicle/Trailer		Compose email	
1 2 3 4 5 6 7 8	9 0 Del 1	1 2 3 4 5 6 7 8 9 0	Del
q w e r t y u i	o p 🗵	q w e r t y u i o p	×
a's d'f g h j	k Done	a's d f g h j k l	Ş
☆ z x c v b n m	, · ·	☆ z x c v b n m , ! . ?	Ŷ
Ctrl 1@1 🌵 ° @ EN(US) ;	.com d D C	Ctrl 11@ @ * English (US) 4	Þ
Emailing a DVIR via <b>Ser</b>	rver	Emailing a DVIR via <b>Mobile App</b>	

- If Email Sender is set to Server, a Send Email dialog will display when the driver taps Email button to send the completed DVIR. Enter the email address for the recipient. If the recipient is more than one, separate email addresses by comma.
- If Email Sender is set to Mobile App, an app will open (e.g. Gmail app will open for Android device) with a new message that has a DVIR Report PDF file attached.

**Note:** Email Sender option can be set in the portal->account settings under App Controls -> Email Sender.

#### 5.5 DVIR History



Connect X           DVIR Details         Current DVIR           Date: 11/24/2017 12:31:59 FM GMT+08:00 Type: meeting         Pie-trip         12:32:31 PM         Certified         I           Petip         Meshanic memory         Pie-trip         12:32:32 PM         Certified         I           Vehicle/Trailer         Pie-trip         12:32:32 PM         In progress         I         Attas Moore II           Vehicle/Trailer         Nore III         Nore III         Attas Moore II         Attas Moore II           Vehicle/Trailer         Truck         Form         Truck         Nore train         Attas Moore II           Table:         Form         Truck         Form         Attas Moore II         Attas Moore II           Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II           Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II         Attas Moore II           Vehicle/Trailer         Inspector         Attas Moore II         Attas Moore II         Attas Moore II           Truck         Form         Truck         Beeting         Attas Moore II         Attas Moore II	Connect Date Inspected
Date:         11/24/2017         23:159 PM GMT+08:00         Pre-trip         1:23:221 PM         Certified         I           Pre-trip         Mechanic         Pre-trip         1:23:242 PM         In progress         I           With MC COUPMENT         Pre-trip         1:23:242 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         1:23:242 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         1:23:42 PM         In progress         I         All20136         Pre-trip         Atture Moore II           Vehicle/Trailer         Pre-trip         Truck         Inspector         Atture Moore II	
Type:         Impaction         Pre-trip         12.32.42 PM         In progress         EQuipment         Enuprection         Inspection         Inspection           Pre-trip         Mechanic         DWIR HISTORY         DWIR HISTORY         All/2137         Pre-trip         Adura Moore II           Webdie/Trailer         DWIR HISTORY         MARRING         Adura Moore II         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Form:         Form:         Adura Moore II         Adura Moore II           Vehicle/Trailer         Form:         Truck I         Form:         Form:         Adura Moore II	
Pre-trip         Mechanic         Pre-trip         All2213         Pre-trip         Alust Moore II           surface scape weight         Pre-trip         Alust Moore II	
Vehicle/Trailer         Al82136         Peetig         Atum Moore II           Vehicle/Trailer         AR890         Peetig         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II           Vehicle/Trailer         Atum Moore II         Atum Moore II         Atum Moore II	18/09/2017
Vehicle/Trailer         AM890         Pretip         Aturo Moore II           Vehicle/Trailer         AU82137         Pretip         Aturo Moore II           Vehicle/Trailer         AU82137         Pretip         Aturo Moore II           Truck         Truck         Available         Pretip         Aturo Moore II           Station Moore II         Available         Pretip         Aturo Moore II           Truck         Truck         Pretip         Aturo Moore II	18/09/2017
Vision Truck1         Form         Form         ANNING         Prestip         Anton Moore II           Truck1         Truck1         SERVICE 7         Prestip         douglas richards	18/09/2017
Truck         Truck         MSPECT         AA890         Pietrip         Aturo More II           Truck         Truck         SER987         Pietrip         douglas inchards	17/09/2017
Truck SER987 Pretrip douglas richards	17/09/2017
Trader: Form	17/09/2017
Trail I INSPECT AU82137 Pretrip douglas richards	17/09/2017
Trailer Marcu AAN890 Pretip douglas richards	17/09/2017
Trider Form – AUB2136 Pretrip dougles richards	17/09/2017
Trail2 Select form INSPECT Program Concernment Pro	epair Comment
Trafer: Form: Coupling Devices	

The **DVIR History** feature displays the DVIRs for the last 30 days for the currently selected equipment. Completed DVIRs that don't have failed items shows in a row highlighted in green color while Completed DVIRs with failed items are highlighted in red. Also, a '+' can be tap to show the details of failed items.

#### 5.5.1 Viewing DVIR History by Vehicle

				C	Connect X						
All Equipment											
Equipment	Inspection Type	Inspector	·	Date Inspe	← DVIR History				D	🕅 G	÷ +:
Truck1	Post-trip	Leonard Do	e Jr.	09/28/2017						Connect	X
Item Name		oair Status	Repair Co	omment	Truck1						
Horns Tires		pair made ir not needed	Repaired Ok		Equipment	Inspection Type	Inspecto	r	Date Ins	pected	
Truck1	Pre-trip	Leonard Do		09/28/2017	- Truck1	Post-trip	Leonard D	oe Jr.	09/28/20	17	
					Item Name	Rej	oair Status	Repair Cor	mment		
					Horns	Re	epair made	Repaired			
					Tires	Repa	ir not needed	Ok			
					Truck1	Pre-trip	Leonard D	oe Jr.	09/28/20	17	

- DVIR Screen displays DVIR inspections for all equipment by default.
- Tap the Equipment name on the upper left of the screen to view the DVIR of the specified vehicle.



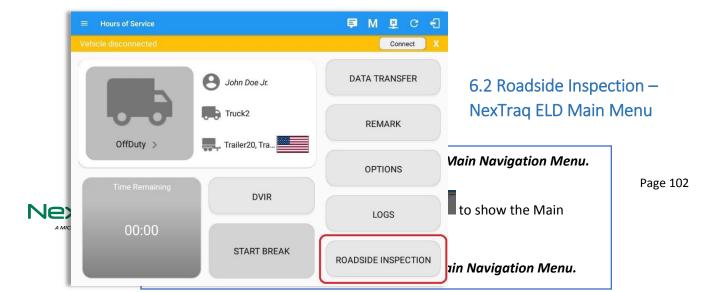
### 6 Roadside Inspection

The Roadside Inspection feature provides the ability to view the driver daily logs for the past one week. It includes information on the vehicle used, shipments and driving statuses. It also has the ability to send all the logs that have already been certified to an intended recipient.

There are a number of ways to access this feature:

### 6.1 Roadside Inspection – Main Navigation Menu

÷	Hours of Service		<b>₽ ⊻ C {</b>
	johndoe.jr@gmail.com Tap to add or change driver		
Ê	Hours of Service	B John Doe Jr.	REMARK
<b>•</b>	Job Sites		
۹	DVIR	Truck1	DVIR
*	Work Orders		DVIK
	Switch Equipment	Trailer2	
۵	Roadside Inspection		DOCUMENT
в	Documents		
B	Fuel Receipts	DATA TRANSFER	
•	Settings		LOGS
0	Help & Support		
÷	Logout	START BREAK	OPTIONS



From the *Hours of Service Main Screen,* tap the *Roadside Inspection* button.

### 6.3 Inspection Screen – Start Review

← Roadside Inspection		c
	Regulation Mode: ELD 395.20	
	rrent 24-hour period and the previ Start Review <sup>-</sup> button and give your device to the DOT of	
	Start Review	
Тг	Data Transfer ansfer data of the compilation of the driver's ELD reco	rds
	Data Transfer	
	Tap for instructions.	
English	<b>F</b> rançais	Español

From the *Roadside Inspection Screen*, tap the *Start Review* button to view the *Driver's Daily Log screen*.

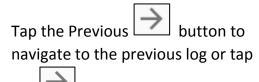


← Roadside Inspecti		ec 03, 2018 —		C ← Roadsi	le Inspection	÷	Mon Dec 03	, 2018 ->		c
Record Date: 3 Opc-18 Driver ID: Jackdes #@pm Driver Lonnee AK Start - End Fragme 0.0-10 House 0.0-10 House 0.0-10 Data Desproatic No Indicators: No 0 FF	Carrier: Carrier: 2 Truck Tractor ID: TRACT Trailer ID: ELD ID: Trme Zone Offset from UTC: -6600 Shipping ID: Unidentified Driver Necords: No 5 6 7 8 9 10 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Driver Hame: Jack Doe Sc. Driver Licence 345345 Exempt Driver Values 45345 Co Driver ID, photo a jiggmal Co Driver ID, photo a jiggmal Stati-Tio don Stati-Tio don Stati-Tio don ELD Multinucci No Indicators: No	24 Period Starting 000000 Shipper and Commodity: 7 8 9 10 11 M 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Driver License State Co-Driver ID:	String         T           0         0           0         0           0         2           2         2           1         3         4           1         1         1           1         1         1	Carrier: Carrier2 TRKE1 (1) ruck Tractor(1): Track(10 013) Trailer(10) Trailer(10) Period Starting 000000 5 7 8 9 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Driver Name: John Doe Driver Lisense sproe Number: Number: Nu Status: No Milles Today: 6 mi Shipping ID: 9601	Truck Tracto Co-Driver Time Zone from Shipp	007 #:12345 387461322W0110 CE854447 VINE: 9010_1FTEW30T0 CE854447 VINE: 046 00 407640 001760 001760 00170 00170 00170 00170 00170 00170 00170
Exceptions: none				Time	Locat	ion	Duration	Odometer	Event Type/Status	Note
Time Loc	ation Duration	Odometer Eng Hours	Event Type/Status Origi	pin 12:00 AM			43m	0	OffDuty	
12:00 AM	40m		Driving Drive	12:41 AM	Orni NNE Da	nbury, CT		0	Remark	Authenticate
*Edited entries				12:43 AM	49 Elisworth Ave, Da		06m	62144	OnDuty ND	
Inactive: IC=Changed, ICR+Change Rec	uested, ICJ= Change Rejected			12:48 AM	49 Ellsworth Ave, Da USa			0	Remark	Added CanEmer- nencyConditions
Road	dside Inspecti in <b>EL</b>	on screen for <b>D</b> mode	vehicle		Roadsi			n screen j <b>D</b> mode	or vehi	cle

#### Notes:

- Automatic 'Remarks' will not be displayed in the screen such as 'Pre-Trip not performed', 'Authenticate', border crossing and Inter events remarks if current vehicle is in AOBRD mode.
- Notes entered in an added event will be displayed in the Roadside Inspection screen under the "Note" column when in AOBRD mode.
- Driver that is being inspected must provide a password when exiting from the Roadside Inspection Screen.
- For Canadian HOS rules, the License Plate number is displayed for each vehicle driven and each trailer used by the driver on the day.
- Vehicle and trailer information is not shown on Roadside Inspection screen once driver was OffDuty all day for a specific day.

← Roads	ide Inspection					(
		$\leftarrow$	Mon Dec 03, 2018	$\rightarrow$		
Record Date:	3-Dec-18	Carrier: Carrier2	Driver N	ame: Will Smith	USDOT #: 1	2345
Driver ID:	com	K Tractor ID:	Driver Lic Nut	ense nber: 3045111	Truck Tractor VIN:	
Driver License State:	QC	Trailer ID:	Exempt I St	Iriver atus: No	ELD Manufacturer:	
Co-Driver Name:		ELD ID:	Co-Driv		Time Zone: 0	
Miles Today:		Zone Offset from UTC: -06:00	Start Odon	neter:	24 Period Starting Time:	00000
Start - End Engine Hours:	0.0 - 0.0	Shipping ID:	ELD Malfun Indica	ction No	Shipper and Commodity:	
Data Diagnostic Indicators:	No Unider	Records: No				
0FF	2 3 4 5 6	7 8 9 10	0,11,N,1,2	3 4 5 6	7 8 9 10	11 M 01:
SB	als sta sta sta st	1 11 11 11 11	alla alla alla alla alla	a de a la altera	de de de de de de	00:
D	deals di alcaled	i ili ala ala	de de de de de d	i strati di ali	الصلب الصلب ال	00:
0N 1 2	الطبيا والمالية المراجلية ا	استباعثنا وتبار	ليلعلما ولولولو اولو	بليناء تبايتيك	شابتها بتبابته التلبت	00:
eptions: none						01:
Time	Location	Duration	Odometer	Eng Hours	Event Type/Status	Origin
12:00 AM		01h 00m			OffDuty	Auto
01:00 AM	Omi NNE Danbury, CT		0	0	Remark	Driver
	Omi NNE Danbury, CT		204	37149	Power On	Auto
01:00 AM						



the Next button to navigate to the next log.



## 6.4 Roadside Inspection Screen – Data Transfer

Roadside Inspection	C		
Regulation Mode: ELD 395.20			
Review logs for the current 24-hour period and the previous 7 conset Tap 'Start Review' button and give your device to the DOT Officer Start Review	cutive days	From the <b>Roads</b> <b>Screen</b> , tap the <b>B</b> button.	-
Data Transfer Transfer data of the compilation of the driver's ELD records			
Data Transfer Tap for instructions.	← Roadside Inspection		
English Français	E	Regulation Mode: ELD 395.20	
	Data	Transfer via	
	Review log: Sele	ect Vehicle: All Vehicles	cutive day
Select an option to transfer the	8	Bluetooth	_
compilation of the driver's ELD		USB	_
records.	M	Email	
	<b>P</b> MCA	Web Service	
			CANCEL
	English	I Français	Español



## 7 Switch Equipment

The Switch Equipment feature allows a driver to easily 'switch' from one vehicle to another. It also assists in monitoring and documenting the vehicles being used as part of their driver logs.

There are a number of ways to access this feature:

#### 7.1 Switch Equipment – Main Navigation Menu

÷	Hours of Service		🖻 💆 C 🕣
	johndoe.jr@gmail.com Tap to add or change driver		
Ê	Hours of Service	B John Doe Jr.	REMARK
<b>•</b>	Job Sites		
٩	DVIR	Truck1	DVID
*	Work Orders	100000	DVIR
	Switch Equipment	Trailer2	
٩	Roadside Inspection		DOCUMENT
8	Documents		
	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
÷	Logout	START BREAK	OPTIONS

 Slide the screen from left to right to show the *Main Navigation Menu*. Or
 Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu.
 Tap the *Switch Equipment* option within the *Main Navigation Menu*.



### 7.2 Options Menu

	← Options			📱 C 🕣		
	Vehicle disconnect	ed		Connect X		
	SWITCH EQUIPMENT	SHIPPING DOCS	REMARK	LOGON CO-DRIVER		From the <i>Hours of Service Main</i> <i>Screen</i> , tap the <i>Options</i> button and then tap the <i>Switch</i>
	GAIN TIME	EXCEPTION	DATA TRANSFER	SWITCH CO- DRIVER		Equipment button.
7.3						witch Equipment – DVIR
	RETURN	TO HOS SCREEN	DOCL	JMENT	S	creen
		← Select DVIR				₫ C €
		Vehicle disconnected				Connect X
		DV	IR Details		Current DVI	R
		Date: 05/11/2018 Type:	09:09:05 AM GMT+08:00 Inspector:		No DVIR	
		Pre-trip			DVIR HISTORY	)
			-1- (T1)	_		
		Vehicle: Forr	cle/Trailer n: ruck	)		
		Trailer: Forr Trailer1 T	n: railer	)		
		Trailer: Forr Trailer2 S	elect form			

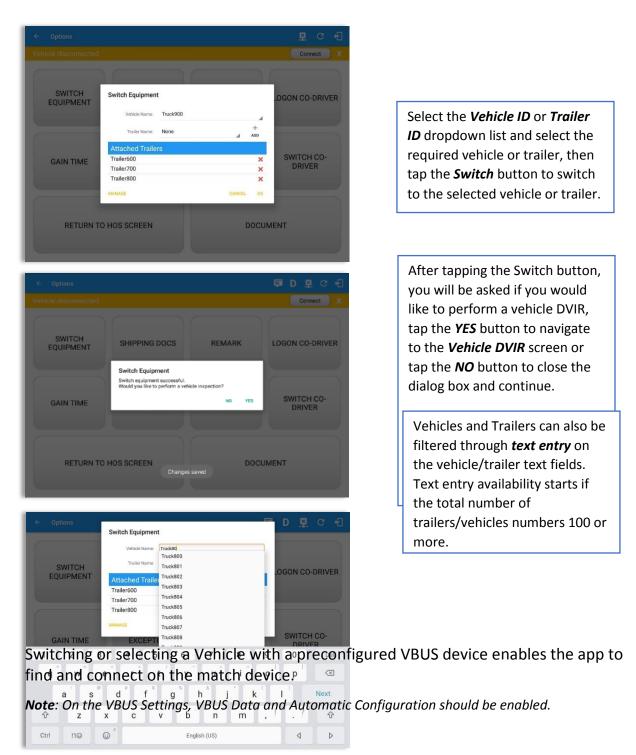
- 1. Slide the screen from left to right to show the *Main Navigation Menu*.
- 2. Tap the *Main Navigation Hamburger* icon **The Internation** to show the Main Navigation Menu Tap the *DVIR* option within the *Main Navigation Menu*.

Or

3. Select the *DVIR* button from the Main Hours of Service Menu and then select the *Switch* button.

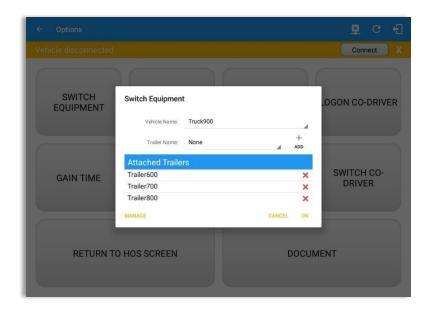


## 7.4 Switching Equipment



7.5 Managing Vehicles / Trailers





You can add, update and delete vehicles or trailers by tapping the *Manage* button; this will display the *Manage Vehicles/Trailers Screen*.

The 'Manage' button is only available given a situation, that the driver is an asset admin and that the 'Allow drivers to manage equipment' options are both enabled in account settings and driver settings. Otherwise, the button will not be available on the Switch Equipment dialog.



# 7.5.1 Manage Vehicles / Trailers – Delete

	License Plate		Туре	
Trailer20		1FTWW33P54EA65602	Trailer	
Trailer22		1FT8W3DT0CEB54447	Trailer	
Trailer44			Trailer	
TRKA1		5NPE34AFXFH053565	Vehicle	
TRKE1	BAC 071	3B7HC13Z2WG155910	Vehicle	
Truck100	TRCK-02	JHMCG6658XC001323	Vehicle	
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle	
Truck3		1FT8W3DT0CEB54447	Vehicle	
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle	
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle	

To delete any of the vehicles or trailers listed, tap the i icon. Vehicles/Trailers made in the portal can be deleted in the NexTraq ELD app and vice versa.

Note: Delete button will be available only when 'Delete' permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Delete checkbox and Trailer's Delete checkbox need to be checked. Otherwise the driver will not be able to delete equipment.

			Туре		
Trailer20		1FTWW33P54EA65602	Trailer		
Trailer22		1FT8W3DT0CEB54447	Trailer		
Trailer44			Trailer		
TRKA1	Delete Equipment		Vehicle		
TRKE1	Delete Truck6?		Vehicle		
Truck100	_	CANCEL DELETE	Vehicle		
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle		
Truck3		1FT8W3DT0CEB54447	Vehicle		
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle		
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle		

Tap the **DELETE** button within the **Delete Equipment** dialog to confirm deletion or, tap the **CANCEL** button to return without deleting.



## 7.5.2 Manage Vehicles / Trailers – Edit

← Manage Vehicles	/Trailers			🛉 C 🗧
Name	License Plate	VIN	Туре	
Trailer20		1FTWW33P54EA65602	Trailer	1
Trailer22		1FT8W3DT0CEB54447	Trailer	1
Trailer44			Trailer	1
TRKA1		5NPE34AFXFH053565	Vehicle	1
TRKE1	BAC 071	3B7HC13Z2WG155910	Vehicle	1
Truck100	TRCK-02	JHMCG6658XC001323	Vehicle	1
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle	1
Truck3		1FT8W3DT0CEB54447	Vehicle	1
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle	1
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle	1
earch Equipment				

	Modify Equipment		
	Туре	Туре	
Trailer20	Name	Trailer	1
Trailer22	Truck6	Trailer	1
Trailer44	2B3AD46V64H593921	Trailer	1
	Codometer Offset (mi)		
TRKA1	0	Vehicle	
TRKE1	License Plate ASDK 20348	Vehicle	1
Truck100	License Plate State	Vehicle	1
Truck200	Ontario (ON)	Vehicle	1
Truck3	Regulation Mode ELD - Regulation 395.20	Vehicle	1
Truck6	GPS Receiver	Vehicle	1
Truck700A	CANCEL SAVE	Vehicle	1

To edit any of the vehicles or trailers listed, tap the icon, make any required changes to the selected truck or trailer and then tap the **SAVE** button to save the changes or, tap the **CANCEL** button to return without saving.

Note: Edit button will be available only when 'Edit permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Edit checkbox and Trailer's Edit checkbox need to be checked. Otherwise the driver will not be able to edit an equipment.



# 7.5.3 Manage Vehicles / Trailers – Add

Name	License Plate		Туре		+
Trailer20		1FTWW33P54EA65602	Trailer		
Trailer22		1FT8W3DT0CEB54447	Trailer		
Trailer44			Trailer		
TRKA1		5NPE34AFXFH053565	Vehicle		
TRKE1	BAC 071	3B7HC13Z2WG155910	Vehicle		
Truck100	TRCK-02	JHMCG6658XC001323	Vehicle		
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle		
Truck3		1FT8W3DT0CEB54447	Vehicle		
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle		
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle		

To add a new truck or trailer, tap the the button, this will open the Create Equipment dialog, enter the following details: Vehicle Type – Vehicle or Trailer

Vehicle/Trailer Name – Vehicle or Trailer name VIN – Vehicle Identification Number License Plate – License number

Fill in the **Device Information** section to pre-configure the Vehicle to a specific VBUS device.

When creating a new equipment, the default selected device option is set to "**None**". Also, If the option "**None**" is selected, on the create/edit equipment screen, all other fields on the ELD configuration section will be hidden.

	Create Equipment			
Name	License Plate State		Туре	ADD
AOBRDTRK	None	•	Vehicle	
AOBRDTRK2	Regulation Mode		Vehicle	
	ELD - Regulation 395.20	*	Vehicle	
CASC01	GPS Receiver		Vehicle	
DB20	Either Device	*	Trailer	
ELDTRK1	None	•	Vehicle	
TRAIL33	Use GPS Odometer		Trailer	
TRAILCAN	Use Calculated Engine Hours		Trailer	
TRAILCAN2	Device VBUS Device		Trailer	
Trailer20	None	•	Trailer	
Trailer22	CANCEL	ADD	Trailer	
				_

Tap the  $\frac{1}{200}$  button to save the new truck or trailer or, tap the **CANCEL** button to cancel adding the new truck or trailer.

**Note:** Add button will be available only when 'Add' permission is enable for that certain driver. On the portal, go to driver's management page, Vehicles' Add checkbox and Trailer's Add checkbox need to be checked. Otherwise the driver will not be able to add an equipment.



arch Equipment				Q Search Equipment				
	Create Equipment	Туре	+ Add	Name	Cr	eate Equipment		
	· · · · ·	) 			Equipment Informa	tion		
TRKE1	Odometer Offset Odometer Offset mi	Vehicle	× ×	TRKE1	Name	Name	Vehicle	
TRL435	License Plate License Plate	Trailer	/ ×	TRL435	Туре	Trailer 🗸	Trailer	
Trailer20	License Plate State None 🗸	Trailer	2 ×	Trailer20	VIN	(VIN )	Trailer	
Trailer22	Use GPS Odometer	Trailer	/ ×	Trailer22	License Plate	License Plate	Trailer	
Truck100	Use Calculated O	Vehicle	2 ×	Truck100	License Plate State	None 🗸	Vehicle	
Truck200	GPS Source Either Device 🗸	Vehicle	/ ×	Truck200	DVIR Form	None 🗸	Vehicle	
Truck3	DVIR Form None V	Vehicle	2 ×	Truck3			Vehicle	
Truck6	Regulation Mode ELD - Regulation 395.20	Vehicle	/ ×	Truck6		Cancel Add	Vehicle	
Truck700A	VBUS Device None	Vehicle	/ ×	Truck700A		1F18W3D10CE854447	Vehicle	
Truck800E	Cancel A	dd Vehicle	/ ×	Truck800E		3D4GG67V79T243032	Vehicle	
Truck90	TRCK-01 3GCRKSE32AG15	5128 Vehicle	2 ×	Truck90	TRCK-01	3GCRKSE32AG155128	Vehicle	
TruckCAN	ABX 123 2GNALAEK3F1125	9818 Vehicle	/ ×	TruckCAN	ABX 123	2GNALAEK3F1129818	Vehicle	
	CAN 42 4T1BE32K65U63	8081 Vehicle	/ ×	TruckCAN2	CAN 42	4T1BE32K65U638081	Vehicle	

#### Notes:

- The connection type defers on the VBUS Device selected.
- For iOS app, VBUS Device information is not displayed. Only for Android application.
- If user selects "Digi WVA" in connection type, then admin password field is required.
- Firmware version field can be manually populated. For some VBUS device, it is already prepopulated.
- In the Portal, an ability to determine on which VBUS devices will be displayed is present. Accordingly, on the app, only those devices selected on the portal will be displayed in the "**VBUS Device**" menu.

When creating/modifying an equipment with a selected type of "Trailer", the VIN field is also enabled but is not required when saving. VIN field does not require valid format.

If the VIN is optionally populated and that the source is not the engine ECM, it will be auto converted to capital letters when saved.



Name	License Plate	VIN	Туре		+ ADD
Trailer20		1FTWW33P54EA65602	Trailer	/	i
Trailer22		1FT8W3DT0CEB54447	Trailer	1	Î
Trailer44			Trailer	1	ì
TRKA1		5NPE34AFXFH053565	Vehicle	1	Î
TRKE1	BAC 071	3B7HC13Z2WG155910	Vehicle	/	Ì
Truck100	TRCK-02	JHMCG6658XC001323	Vehicle	/	1
Truck200	ABC 677	1FT8W3DT0CEB54447	Vehicle	1	1
Truck3		1FT8W3DT0CEB54447	Vehicle	1	Î
Truck6	ASDK 20348	2B3AD46V64H593921	Vehicle	1	Î
Truck700A	ABC 013	1FT8W3DT0CEB54447	Vehicle	/	1

Once the new vehicle or trailer has been added, it will be displayed in the *Manage Vehicles/Trailers screen.* 

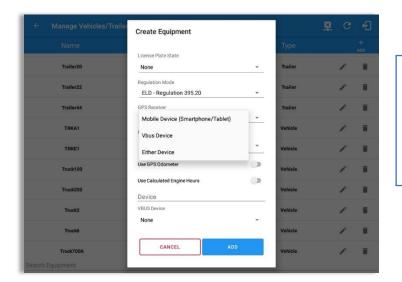
	Create Equipment			
Name	L	0/10	Туре	+ ADD
Trailer20	License Plate		Trailer	2 I
Trailer22	License Plate State		Trailer	- Z - T
Trailer44	None Regulation Mode	•	Trailer	/ 1
TRKA1	ELD - Regulation 395.20	*	Vehicle	/ 1
TRKEI	AOBRD - Regulation 395.15	-	Vehicle	/ 1
Truck100	Form: None		Vehicle	2 I
Truck200	Use GPS Odometer		Vehicle	- Z - T
Truck3	Use Calculated Engine Hours		Vehicle	2 F
Truck6	Device		Vehicle	Z 1
Truck700A	CANCEL		Vehicle	Z 1

A **Regulation Mode** option to switch between 395.15 (AOBRD) and 395.20 (ELD) support is available. When 395.15 (AOBRD) mode is selected it turns off all 395.20 (ELD) features. It simply records the drivers' events regardless to the FMCSA rules. ELD is set as the default regulation mode for all new equipment.

#### Notes:

- Drivers on the app cannot change the Regulation Mode unless the driver is allowed to do so by enabling the following account control within the Account Settings under App Controls -> 'Allow drivers to specify vehicle HOS Regulation Mode (AOBRD or ELD).
- When in AOBRD mode, disables the data transfer button in the Options screen and changed the button to 'Email Logs' in the Roadside Inspection screen.
- When the driver is in AOBRD mode then the edit "\*" sign & events will not be displayed in the Edit Logs screen and on the Certified PDF logs.





A **GPS Receiver** option allows the user to change how to get the device GPS positions. The GPS Receiver settings can be set in a specific vehicle in the portal->equipment management page.

		ler Modify E	Equipment			
		r Name			Туре	
TF	IKA1	Truck6	Truck6		Vehicle	/ 1
τ	KE1	2B3AD	2B3AD46V64H593921		Vehicle	/ 1
Tru	Truck100		Decompeter Offset (mi)		Vehicle	× 1
Tru	ck200				Vehicle	- Z - F
Tr earch Equipme	uck3		CANCEL	SAVE	Vehicle	- × =
1	2	3	$\overline{\mathbf{X}}$			
4	5	6	Next			
7	8	9				
	0		@ ·			

An **Odometer Offset** allows driver or personnel to adjust the odometer so that the driver will see an odometer matches their dashboard, rather the engine odometer. Possible scenario is when the engine is replaced and the value is not yet synchronized.

#### Notes:

- Negative entry for odometer offset field is allowed.
- Odometer offset does not affect app screens like Roadside Inspection and Certified Logs PDF.
- If the saved offset is 100, and the logs have odometer values of 10, 20, 30, 40, will display to the driver 110, 120, 130, 140 (Odometer + Offset).
- If the offset is 100, and the driver edits an event to change the odometer from 140 to 130, will display 130 100 (the Offset) or 30 to the log.



## 8 Documents

The Documents feature provides an easy way to capture, view and email documents related to hours of service activities. This includes documentation such as bill of lading, fuel receipts, accident photos etc.

There are a number of ways to access this feature:

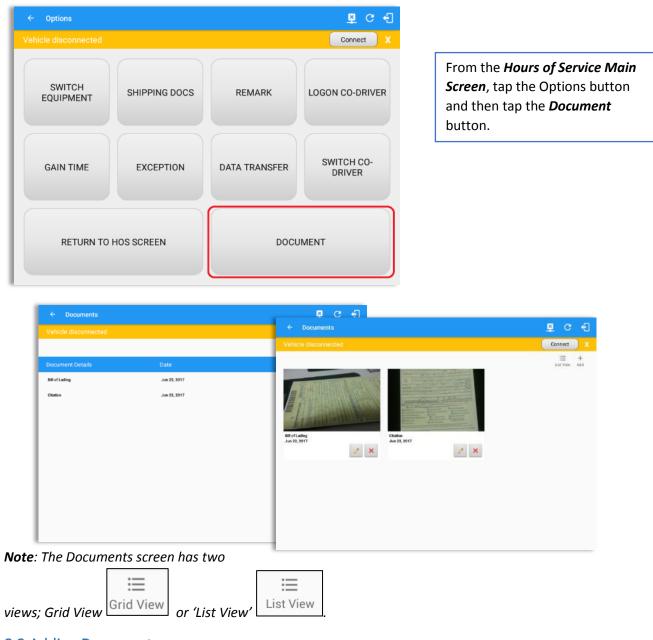
#### 8.1 Documents – Main Navigation Menu

÷	Hours of Service		🖻 💆 C 🕄
	johndoe.jr@gmail.com Tap to add or change driver		
Û	Hours of Service	John Doe Jr.	REMARK
•	Job Sites		
Q	DVIR	Truck1	DVIR
÷	Work Orders		DVIR
	Switch Equipment	Trailer2	
Q	Roadside Inspection		DOCUMENT
	Documents		
Bð	Fuel Receipts	DATA TRANSFER	
\$	Settings		LOGS
0	Help & Support		
Ð	Logout	START BREAK	OPTIONS

 Slide the screen from left to right to show the *Main Navigation Menu*. Or
 Tap the *Main Navigation Hamburger* icon to show the Main Navigation Menu.
 Select the *Documents* button from the Main Hours of Service Menu.

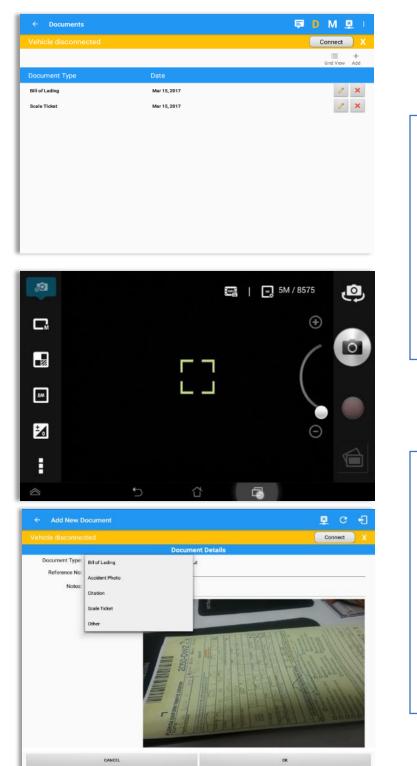


#### 8.2 Documents – Options Menu



8.3 Adding Documents





8.4 Editing / Deleting a Document

Tap the **Add** button, the camera app will open and you can then take a picture of the document or damage etc.

After tapping the Capture Image button, tap the Save button to save the image and add it to your document. You can also discard the image if you are not happy with the picture by tapping the Retry button.

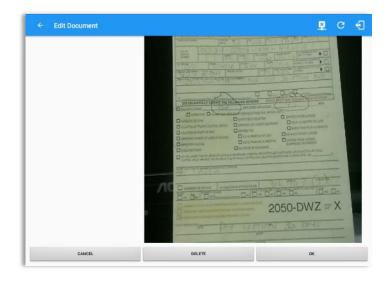
Select the type of document you wish to save by tapping the Document Type drop down list and selecting from the available options.

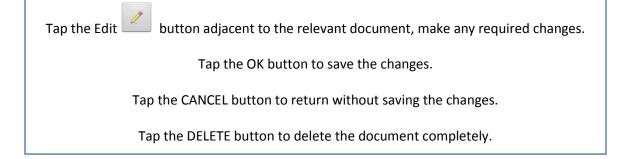
Enter your *Reference Number* Add any *Notes* to support the image.

Tap the **OK** button to save and continue or tap the **CANCEL** button to return without saving.



		Connect
venicie disconnected		≡ +
		Grid View Add
Document Type	Date	
Bill of Lading	Mar 15, 2017	1 ×
Scale Ticket	Mar 15, 2017	1 ×

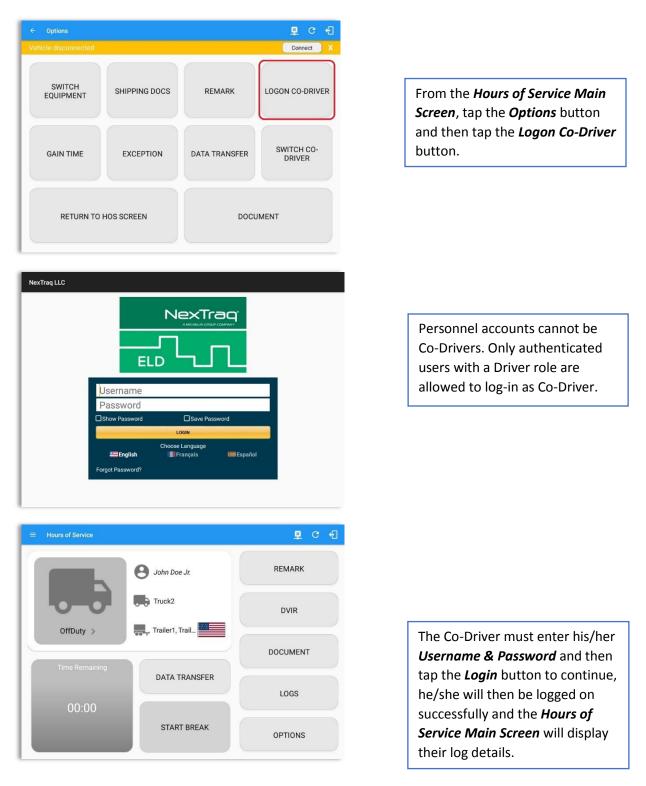






# 9 Co-Drivers

## 9.1 Logon Co-Driver



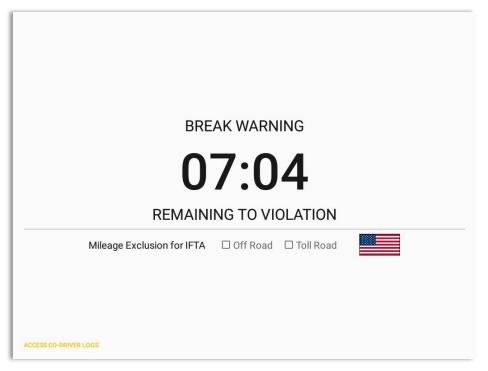


M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 10 10 5 1 1 0 1 1 0 1 1 0 1 1 1 0 1 1 1 1	01: 00: 00: 00:
D 1 3 Volution: none D 1 1 2 Volution: none D 1 2 Volution: none D 1 2 Volution: 1 2 Volution:	00:
Violation: none Exception: none	01:
	01.
Status Start Duration Location Note +	+ ADD
1 OffDuty 12:00 AM 1h 41m	
2 Remark 01:41 AM 13mi NW Grand Island, NE Authenticate	EDI
3 Remark 01:41 AM 13mi NW Grand Island, NE Co-Driver(s): David Jackson Sr.; John Doe Jr.	EDI

In addition, the Co-Driver's name is displayed in the daily logs which is placed under the grid

# Team Driving

When in Team Driving, The Co-Driver is allowed to review his/her information by having the "Access Co-Driver Logs" option on the lock screen which allows them to access the NexTraq ELD dashboard and subsequently select the Logs option while the vehicle is still in motion.



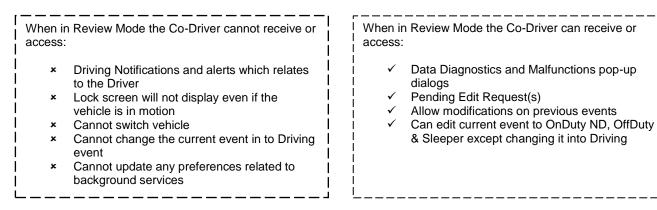


Choose Driver johndoe.jr@gmail.com david.jackson@gmail.com jack.wood@gmail.com	O       CAMPEL	Cho       Driver Authentication         johr       Enter password for david jackson@gmail.com         david       Show Password         jack       OK         Mileage Exclusion for       OK	
Once the Co-		Driver has	

 Successfully
 See steps in 9.2 Switch Driver to complete process.
 logged in,

the main dashboard is displayed with the co-driver's information while setting the app in Review Mode with limited capabilities.

### Review Mode



Notes: (When the vehicle is still in motion)

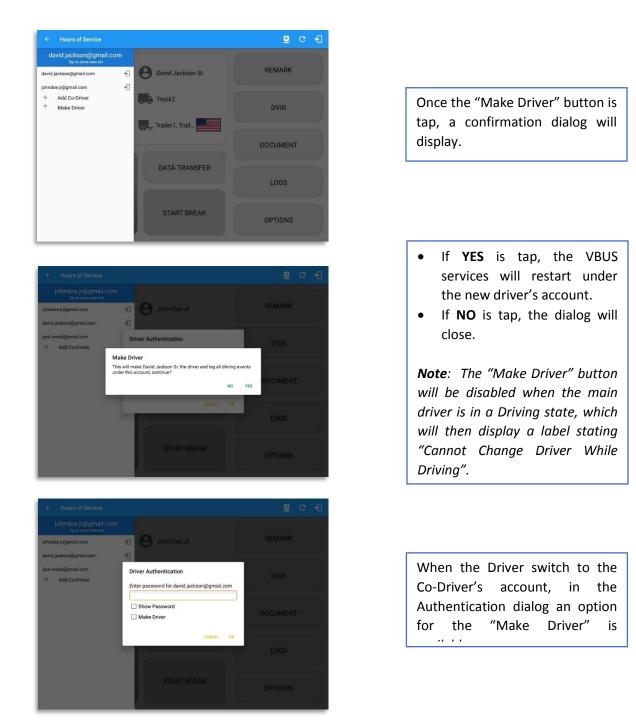
• Attempts to change the status to Driving will only display an error stating "Cannot change status while vehicle is in motion."

Error	
Currently driving, cannot switch vehicle	
	ОК

• Attempts to Accept or Reject requested driving event is not allowed in a co-driver's account, instead an error dialog is displayed stating that "Only "Driver" can switch to "Driving" as current status."



When a Co-Driver is on the Review Mode and that the vehicle is not in motion, an option to make the co-driver to become the Driver is available on the Drivers List.



**Note**: A driver that is set as the Driver is the one currently using the application while the other one is only in the monitoring state.



## **Reassign Driving Time**

← Tue May 15, 2018 Bini NW Grand Island, NE performed for V 6 Remark 13mi NW Grand Island, NE Completion of Pre-DVIR for Truck2 7 Remark 01:41 AM Reassign Driving Time Note: Automatic Transition 01:43 AM 01:43 AM Select david.jackson@gmail.com 12 ELD Logou 01:46 AM 1 13 Sleeper 1 17 Driving

Star	t Time: 12AM		← Tue May 15, 2018 →		Ihr8day
6	Remark	12:59 AM	Pre-trip UVIK not 13mi NW Grand Island, NE performed for Vehicle Truck2		EDIT
7	Remark	01:02 AM	13mi NW Grand Island, NE Completion of Pre-trip DVIR for Truck2		EDIT
8	Remark	01:41 AM	Paulikar lanaad le: David		EDIT
9	Remark	01:41 AM	Reassign Driving Time		FDIT
10	ELD Login	01:43 AM	Reassign Driving Time Are you sure you want to reassign this driving event?		NOTE
11	Power On	01:43 AM			NOTE
12	ELD Logout	01:46 AM	NO YES		NOTE
13	Sleeper	01:47 AM			EDIT
14	ELD Login	01:50 AM	ELD Connection		NOTE
16	Power On	01:50 AM	Automatic Transition		NOTE
17	Driving	01:50 AM	00m 13mi NW Grand Island, NE Automatic Transition		EDIT

The ELD allows the driver to reassign his driving time to a co-driver.

Tap on the Edit button of the created auto driving event to display the Reassign Driving Time dialog. Select for the co-driver's name of the list.

Once the OK button is tap, it will display a confirmation dialog whether to proceed to reassign the driving time event.

- If YES is tap, the driving event will have recorded as an Inactive Changed (IC) event on the main driver's log
- If **No** is tap, the dialog will close and will not reassign the driving time.

Switch to the Co-Driver's account to check the Reassign Driving Time which will be displayed on the Pending Edit Request dialog.

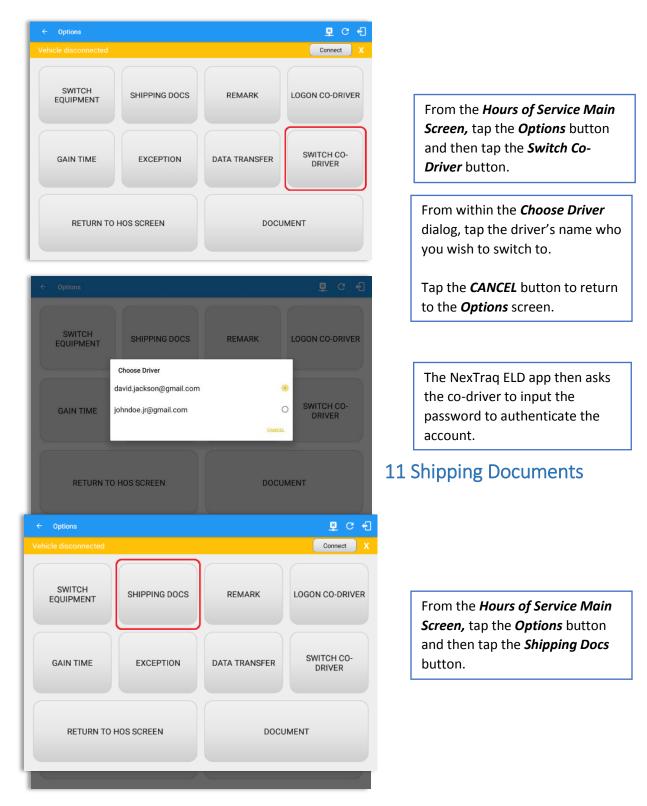
- If Accepted, the driving event will be reassigned and recorded on the co-driver's log.
- If Rejected, the driving event will not be recorded under the codriver's log. However, it will be displayed as an Inactive Changed Rejected (ICJ) event (both Main and Co-drivers log).

**Note**: A Co-Driver is not allowed to accept or reject a requested Driving event. Only "Driver" can switch to "Driving" as current status



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## 9.2 Switch Driver





← Options		<b>₱ D ₽</b> C €
Vehicle disconnected	Enter Shipping Docs	Connect X
	B/L or Manifest No. Enter	
SWITCH EQUIPMENT	Shipper and Commodity Enter	LOGON CO-DRIVER
EQUIPMENT	CANCEL OK	
1 2 @ 3 #	4 <sup>/</sup> 5 <sup>%</sup> 6 <sup>^</sup> 7 <sup>&amp;</sup> 8 <sup>*</sup>	9 ( 0 ) Del
q w e	r t y u i	o p 🛯
a s c	d <u>f</u> gh <u>j</u> k	· · · ·
† z x	c v b n m	,! .? <b>†</b>
Ctrl Sym	English(US)	

Enter the *Bill of Lading* or *Manifest Number.* 

Enter the *Shipper* or *Commodity*.

Tap the **OK** button to save the details.

Tap the *CANCEL* button to return without saving.

# 11 Add Remark

From the *Hours of Service Main Screen,* tap the *Options* button and then tap the *Remarks* button.

← Options			
Vehicle disconnected	Add Remark		
SWITCH EQUIPMENT	CANCEL OK		
1 <sup>-</sup> 2 <sup>@</sup> 3 <sup>#</sup>	4 / 5 % 6 ^ 7 & 8 * 9 ( 0 ) Del		
q w e	r t y u i o p 🗠		
a s d	I f g h j k I ↔		
t z x	c v b n m ,! .? <b>†</b>		
Ctrl Sym 😁 *	English(UK)		

Enter the *Remark.* 

Tap the **OK** button to save the remark.

Tap the **CANCEL** button to return without saving.

### Off Road / Toll Road Feature:

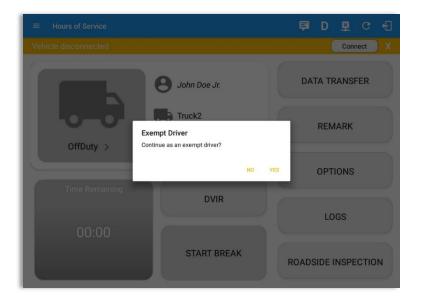


- When **Off Road** is enabled it will create a "Remark" with a note "Off Road". When uncheck it will create a "Remark" with a note "On Road".
- When **Toll Road** is enabled it will create a "Remark" with a note "Start Toll Road". When uncheck it will create a "Remark" with a note "End Toll Road".

**Note:** Hide or unhide "Off Road" and "Toll Road" options in the portal->Account Controls under App Controls-> "Show Off Road" and "Show Toll Road" checkboxes.

### 12 Exempt Driver

If the Driver is an **Exempt Driver** or a driver that operates under the short-haul exemption (395.1 (e)), upon *logging in* or *logging out* a dialog will display confirming whether the driver chooses to continue as an exempt driver.

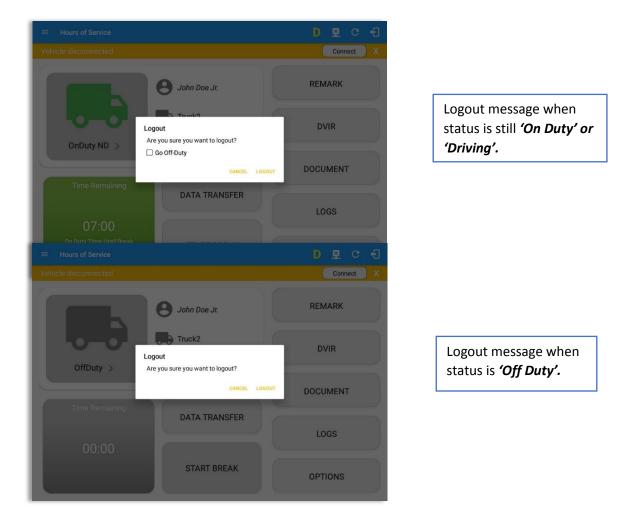


By selecting the OK button, the "**No Logs for Non-CDL-Driver Short-Haul Drivers operating within 150 air-miles**" exception will be enabled. You can enable Exempt Driver through these steps:

Login to Portal  $\rightarrow$  Go to the Drivers Management page  $\rightarrow$  Select on New Driver button or select the Edit driver button  $\rightarrow$  Enable the Exempt Driver option



# 13 Logout



**Note**: Once the "**Logout**" option is tapped, the valid driver that logged into the NexTraq ELD app will be logged out and the NexTraq ELD app will be close completely (with no NexTraq LLC service or VBUS service running in the background).



## 14 Unidentified Driving Events

**Unidentified Driving Events** are events that are automatically recorded when a vehicle has been moving for more than 3 minutes while there is no driver logged in. These events are recorded under "**Unidentified Driver**" account. Unidentified Driving events can be accepted by actual drivers upon logging in to the app (within the Pending Request(s) window). However, the app prevents from Unidentified Driving for vehicle in **AOBRD** mode.

	0	John Doe Jr.		DA	TA TRANS	SFER
Pending Edit F		o each event to v	iew details			
Event	Start				tion	
1 OnDuty ND	07:30 PM	Aug 02, 2018	Personnel	ACCEPT	REJECT	
2 Driving	07:31 PM	Aug 02, 2018	Personnel	ACCEPT	REJECT	
3 Driving	12:31 AM	Jul 30, 2018	Unidentified	ACCEPT	REJECT	
					CANCEL	
00:00	6					
		START BR	FAK			

When the next Authenticated Driver logs in or logs out, this popup will then appear. In order for the Unidentified Driving Events to be reassigned, the logged in driver will be the one to accept or reject the **Pending Edit Requests** of the Unidentified Driver.

oort@

ent

		CANCEL	YES
Enter annotation for th	nis event		
Reason:			
Note:	Automatic Transition		
Origin:	Unidentified		
Equipment ID:	Truck2		
VIN:	unknown_vin		
Vehicle Miles:	-584		
To:	13mi S Fairmount, NY		
From:	14mi E Kill Devil Hills, NC		
End:	Aug 02, 2018 07:56 PM		
Start:	Jul 30, 2018 12:31 AM		
Lyon.	Driving		

## **16 Warning Features**

#### Note:

- Odometer field is displayed for edit request(s) made by the Personnel but it is displayed as Vehicle Miles field for edit request(s) made by the Unidentified Driver.

- The Unidentified Driving Event pending edit request dialog has additional details like: **From, To & Equipment ID** compared to that of the Personnel's pending edit request dialog.

#### Audible and Visible Warning

If the driver logged out from the app and the driver does not log onto the ELD, as soon as the vehicle is in motion, the ELD prompts a visual and audible warning reminding the driver to stop and login to the ELD.

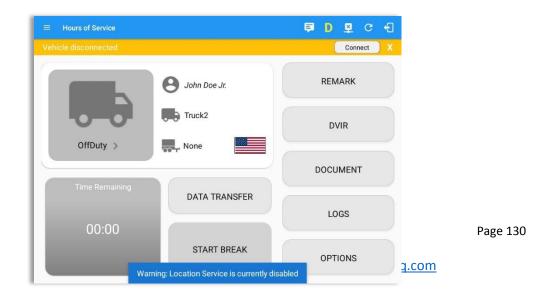
NexTraq LLC				_	
		NexTr			
	Warning!				
	You are not curren	tly logged in, stop t	the vehicle		
	You are not curren	itly logged in, stop f	he vehicle		
	You are not curren	tly logged in, stop t ≤Save Pas			
				d	
		<b>⊠</b> Save Pas		d	I
	☐ Show Password	Masave Pas Locin Choose Language	sword	d	I
h	LJShow Password	Masave Pas Locin Choose Language	sword	d	I
	LJShow Password	Masave Pas Locin Choose Language	sword	l	I

An audible alert is also available that can be heard every couple of seconds.

The **visible warning** stays on screen which prevents the driver from using any features of the tablet except from accessing it through the driver icon on the *notification bar*.

#### **Location Services**

If the driver logged into the application without the Location Services turned on, a snackbar will display on the main dashboard and to other screens except for the screens navigated through the Settings menu. However, when the Location Services of the device is enabled then the snackbar will no longer display.





#### Lock Screen

All warnings acquired by the authenticated driver while driving, will be displayed on the lock screen and remains on screen along with a countdown (to 00:00) being displayed however the text will dim down after 15 seconds to not distract the driver. The normal text color (black or white, depending on day/night mode) will be displayed upon tapping of the screen.



Notes:

- If the driver stops driving while one of the checkboxes is enabled the driver can still uncheck the "Off Road" or the "Toll Road" through the Options screen > Remarks.
- Country flag displayed indicates which ruleset the driver is on: USA ruleset or Canadian ruleset.

# 17 List of Login Errors

These are the different error messages that appear upon an incorrect login. Follow the steps that follow to determine the cause of the error and to mitigate the problem.

Login Errors	Mitigation Steps
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No Internet Connection. Check your network connection.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network.
Invalid user id or password.	Ensure that the email address and password are correct and valid. The password should match the valid email address.
Unable to communicate with HOS server. Check your internet connection. Continue without syncing?	Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com</u> .
A timeout error has occurred.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access. If issue persists, try again later or contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com</u> .
An unknown error has occurred.	Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com</u> .
Username is required.	Ensure that the username field is not empty.
Password is required.	Ensure that the password field is not empty.
Login timed out.	Ensure that the tablet/mobile phone is connected to a data network or Wi-Fi network with internet access.
An error has occurred while creating the account. If the error continues please contact NexTraq LLC for assistance.	Try logging in after a few minutes and if error persists, contact NexTraq LLC support to <u>800-358-6178</u> or send an email at <u>ELDsupport@nextraq.com</u> .
An error has occurred while retrieving account details.	Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com.</u>
An error has occurred while setting up the account. Please contact NexTraq LLC for assistance.	Contact NexTraq LLC support at <u>800-358-6178</u> or send an email to <u>ELDsupport@nextraq.com.</u>
Check account configuration	Ensure that the driver and the asset are in the same Visibility Sets and has a role Driver role.
Error creating unidentified driver account	Try logging in after a few minutes and if error persists, contact NexTraq LLC support to <u>800-358-</u>



	6178 or send an email at ELDsupport@nextraq.com.
A non-driver accounts cannot be login as co-driver.	Ensure that the user account has a role Driver role. Personnel accounts are not allowed to log in as co- drivers.
Your NexTraq LLC version is < <b>current build version</b> >. This version is no longer supported. Please upgrade to < <b>latest build</b> <b>version</b> > or greater for stable operation.	Upgrade the Application to the latest version.

